

Office of the Dean (Research & Development)

Format for approval of Sponsored Project/Scheme Purchase Committee

Ref. No.

Date:.....

To,
**The Dean (R&D),
IIT (BHU).**

Subject: Approval of Sponsored Project/Scheme Purchase Committee: reg.

Sir/Madam,

Following purchase committee is required to be constituted for the Financial Year **20.....-20.....** in respect of **Project Code** **entitled:**.....

Kindly approve the following purchase committee.

	Name of Faculty	Designation
1.	Dr., PI Department/School of, IIT(BHU)	Chairman
2.	Dr., Co-PI (if any) Department/School of, IIT(BHU)	Member
3.	*Dr., Dean (R&D) nominee Department/School of, IIT(BHU)	Member
4.	The Head,/Coordinator Department of, IIT(BHU)	Member
5.	Dr. Department/School of, IIT(BHU)	Member
6.	Dr. Department/School of, IIT(BHU)	Member Secretary
7.	*The Registrar/Registrar's Nominee, IIT(BHU), Varanasi	Member

Forwarded

**Principal Investigator
(Name & Signature)**

**Head of Deptt./Coordinator of School
(Signature & Seal)**

For Dean (R&D) Office Use

Checked and found correct as per Project Purchase guidelines.
Aforementioned Project Purchase Committee may be approved.

Dealing Asstt.

Jr. Supdt. (R&D Admin.)

Asstt. Registrar (R&D Admin.)

Dean (R&D)

*The **Dean (R&D) nominee** will be as per notified vide Notice No. IIT(BHU)/R&D/2018-19/04/L dated 24.05.2018 and IIT(BHU)/R&D/2018-19/27/L dated 14/18.09.2018 and **Registrar's nominee**, will be nominated by the Registrar, IIT(BHU) on your request as and when required as per Institute Store & Purchase Manual, 2015.

Ref. No. IIT(BHU)/R&D/PPC/20.....-...../

Dated:.....

To,
Prof./Dr.....
Deptt./School of.....
Indian Institute of Technology (BHU) Varanasi.

Subject: Subject: Approval of Sponsored Project/Scheme Purchase Committee: reg.

Dear Sir/Madam,

I am directed to inform that the following purchase committee as proposed by you has been approved by the Dean (R&D) for the Financial Year 20....-20.....

	Name of Faculty	Designation
1.	Dr., PI Department/School of, IIT(BHU)	Chairman
2.	Dr., Co-PI (if any) Department/School of, IIT(BHU)	Member
3.	*Dr., Dean (R&D) nominee Department/School of, IIT(BHU)	Member
4.	The Head./Coordinator Department of, IIT(BHU)	Member
5.	Dr. Department/School of, IIT(BHU)	Member
6.	Dr. Department/School of, IIT(BHU)	Member Secretary
7.	*The Registrar/Registrar's Nominee, IIT(BHU), Varanasi	Member

*The **Dean (R&D) nominee** will be as per notified vide Notice No. IIT(BHU)/R&D/2018-19/04/L dated 24.05.2018 and IIT(BHU)/R&D/2018-19/27/L dated 14/18.09.2018 and **Registrar's nominee**, will be nominated by the Registrar, IIT(BHU) on your request as and when required as per Institute Store & Purchase Manual, 2015

Thanking you,

Yours faithfully,

Assistant Registrar (R&D Admin.)

No. IIT (BHU)/R&D/PPC/20.....-...../

/L

Dated:

Copy forwarded to the following for information and necessary action:

1. The Head/Coordinator, Department/School.....
2. The Assistant Registrar (R&D Accounts)/Jr. Supdt. (R&D Accounts), IIT(BHU).
3. Concerned File.

Assistant Registrar (R&D Admin.)w