



## CENTRAL INSTITUTE OF TEMPERATE HORTICULTURE

(Indian Council of Agriculture Research)

Old Air Field, Rangreth- 190007 (J&K)

### Preform for Cash Purchase/Sanction

The following Items are urgently required for Division/Section.....  
for the purpose of .....the item/items are not  
available with Central Store.

The purchase may please be approved and an advance of Rs.....  
in words (Rupees.....only)  
may kindly be sanctioned to be taken by Dr./Shri.....  
towards the purchase.

The purchase shall be affected by observing normal rules/procedures Certified  
that no previous advance amount is pending

The advance Amount/adjustment of this sanctioned amount shall be submitted  
within five days time with all relevant voucher complete in all respects.

Sl. No.	Description of Items	Full specification if any with justification	Quantify	Amount/Approx cost Rs.
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Recommended

Items No.....items Sl. No.

Signature of Sectional Incharge

Signature of propose

Designation :

Dated.....

**SANCTION**

i. The purchase of the above items is approved our imprest.

ii. Expenditure of Rs.....Rupees.....

.....is sanctioned

iii. The above advance may be given to Dr./ Shri.....

Please Pay

DIRECTOR

Drawing and Disbursing Officer

CITH sgr.

Sl. No.	Description	Quantity	Rate	Total

**REVISED SANCTION IF NECESSARY**

i. An excess expenditure of Rs .....has been incurred which may be sanctioned and the amount reimbursed to me

ii. The following additional items have purchased, which may be approved.

Approved

SIGNATURE

Director

DATE