

DEEN DAYAL UPADHYAYA COLLEGE

(UNIVERSITY OF DELHI)

Dated: _____

Department : _____

The sanction may please be accorded for the purchase of the following items :

S.No.	Name of the item	Qty. Required	Approx. Cost	Remarks/Specification
1				
2				
3				
4				
5				

Total : Rs. _____

May please be sanctioned

Signature of the Requisitionist

Name : _____

Admn. Officer

Designation: _____

Sanctioned a sum of Rupees _____

For the purchase out the Budget Head _____

PRINCIPAL

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