

No. EDN-H (4) 3 (C) Budget-Sanctions. -2015-16-  
Directorate of Higher Education  
Himachal Pradesh  
Dated : Shimla the

July 2015

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To

All the Deputy Directors of Higher Education,  
Himachal Pradesh  
All the Principals of Government Colleges, HP  
All the Principals/Headmasters,  
GSSS/GHS of Himachal Pradesh.


**Subject :- Submission of Demands for purchase of Science Material and Equipment, Sports, office furniture and students furniture Financial Year 2015-16.**

Memo;

As you are aware that the financial year 2015-16 has commenced and the allocation of Budget for the purchase will be made shortly for purchase of Science Material and Equipment, Sports, office furniture and students furniture in the schools and colleges under the control of Higher Education. In order to make allocation, all the Principal of Govt. Colleges & Principals/ Headmasters of GSSS/GHS shall submit their demands to Director Higher Education on prescribed proforma available on department website.

You are also directed that proforma should be filled by the official of the institution by giving complete information as per record available in the school/college. It has also been observed during the previous financial year 2014-15 that some Principal/ HM of school signed only the blank letter printed by the firm and they have not procured any office copy in his office due to this reason litigation and maximum RTI arise.

In view of above, all the Heads of Govt. Institutions are strictly directed that all documents be filled by the official of the Institution and after filling the complete information on prescribed proforma DDO may sign the information. It is also directed that no case be given by hand to any supplier for further submission. All cases be sent to this Directorate through Registered post only and receipt be kept in the record of school.

  
(Dinkar Burathoki)  
Director Higher Education  
Himachal Pradesh

**Proforma for Demand under SOE – M&S (M&S Means items as Dual Desks , Students Furniture , Sports & Science Lab Material consumable)**

**Financial Year 2015-16**

Sr. No.	Name of Institution	Name of Treasury & Try. Code	DDO Code	Name of DDO	Tel. No. & Mobile No. of DDO

**Bank details in respect of supplier from whom the items are proposed to be purchased:-**

Sr. No.	Name of Bank	Address of Account Holder	Account No.	IFSC Code No.
1				

**1. STUDENT STRENGTH :-**

Sr. No.	Class	Student Enrollment	Remarks if any
1	9 <sup>th</sup>		
2.	10 <sup>th</sup>		
3.	10+1 (Arts)		
4.	10+2 (Arts)		
5.	10+1 (Non-Medical )		
6.	10+2(Non-Medical)		
7.	10+1(Medical)		
8.	10+2(Medical)		
9.	10+1 (commerce)		
10.	10+2 (commerce)		
	Total		

**2. DETAIL OF AMOUNT SANCTIONED BY DEPARTMENT DURING LAST TWO YEARS :-  
(If any amount is sanctioned from funds be indicated)**

Sr. No.	Financial year	Amount	M&S	M&E	RMSA	other	Purpose	Remarks
1.	2013-14							
2.	2014-15							
	Total							

**3. Stock Position as on date :- \_\_\_\_\_**

Sr. No.	Items (each item shall be in separate line)		Stock Register page No	Required		Remarks with stock position whether serviceable or Unserviceable as well as reasons for additional demand
	Name of Item	Quantity available as per stock register		Name of item	Qty.	

(NOTE- Separate Sheet be used for each requirement i.e. Dual Desks, Office Furniture, Library Furniture, Sports items & Science items)

**4. Detail of Proforma invoice as per requirement mentioned in column No. 3.**

Sr. No.	Particulars	Rate	Qty	Amount	Proforma Invoice No. & Date	Whether items are purchased on rate contract / Govt. Agency or not	If not reason be explained
	VAT %						
	Total						

(Proforma invoice should be signed by the DDO with seal and members of Purchase Committee)

Information filed by :-

Name \_\_\_\_\_ Designation. \_\_\_\_\_

Checked by :-

Name \_\_\_\_\_ Designation. \_\_\_\_\_

**Dated :** \_\_\_\_\_

**Signature of DDO**

**Place** \_\_\_\_\_

**(Seal)**

Recommendations of Purchase Committee duly constituted by the Director Higher Education vide Office Order No. EDN-HE(4)3(C) Budget 2014-15 Dated 19<sup>th</sup> August, 2014.

Certified that we, the following members of the purchase committee have jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.

1.Name, Designation and Signature of Member \_\_\_\_\_

2 Name , Designation and Signature of Member \_\_\_\_\_

Dated :-

Place :-

**Signature of Principal**

**(Seal)**