



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ-211 004 (India)
Website: <http://www.mnnit.ac.in>

Application for Advance for Testing/Consultancy/Research Projects

Voucher No. :
Date :

Cheque No. :
Date :

Amount Rs.

1. Employee Code : Name : Design. Deptt.

2. Project no. & date : CP/ Project amount received: Rs

3. Purpose for which advance is needed:

4. Justification for release of Advance :

5. Estimate for the amount required :

6. Head of Account :

7. Particulars of advances for which the P.I. yet to settle :

Adv. Trans. No.	Date	Head of account	Purpose for which adv. drawn	Amount

Recommendation H.O.D.

Signature of the P.I.
Date :

Signature of Dean (R&C)

Signature of Director

Processing by the office of the Dean (R&C) (To be used by the office of the Dean (R&C))

Head of Account Consultancy/ Project No.	Current Balance (Rs.)	Amount of advance (Rs.)	Balance Amount (Rs.)

Dealing Asstt.

Supdt.

Asst. Registrar (R&C)

Internal Auditor



विभाग का नाम
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत)

Name of Department
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj - 211 004 (India)
Website: <http://www.mnnit.ac.in>

Project Staff Selection Proforma

Request for Dean (R&C)'s Nominee in Selection Committee for the Appointment of the Project Staff

Dean (R&C)

Through- Head of Department

Sub: Request for nominating members of the Selection committee for the appointment of the Project Staff

Title of the Project:

Name of Funding Agency:.....

Name, Designation and Department of the PI:.....

Details of the Post:.....

The constitution of the Selection Committee will be as under:

- | | |
|-----------------------|--|
| 1. Head of Department | Chairperson |
| 2. | Dean (R&C) Nominee Member (Other Department) |
| 3. | Dean (R&C) Nominee Member (Concern Department) |
| 4. PI | Convener |

Forwarded

(Name of PI)

(HOD)

Approval of selection committee

Signature with date of Dean (R&C)



Motilal Nehru National Institute of Technology (MNNIT) Allahabad

TA/DA Bill

Name of the claimant Designation Department/Office

Organisation Basic Pay

Purpose of the visit (approved by)

Departure		Arrival		*Mode of Journey	Km.	Expenditure (Rs.)	Remarks/ticket No.
Station	Date & Time (in 24 hour)	Station	Date & Time (in 24 hour)	Rail/Road /Air – Class			
Cost of local travels :							
Total days of absence from the Head Quarter		Transit DA for days @ Rs.					
		Fixed DA for days @ Rs.					
		Hotel DA for days @ Rs.					
Free boarding/lodging or both provided if any :							
Total							
Advance taken							
Balance to be reimbursed/returned to the employee/by the employee							

Signature of the claimant

I certify that :

1. No concession was available.
2. Journey was actually performed in the class for which claim has been made/performed.
3. Journey was performed by the shortest route (if not the reason) and in the interest of the institute.
4. Journeys by road were performed in hired conveyance/borrowed conveyance for which proper charges have been paid by me.
5. TA for the above journeys has not been drawn from any other sources

I certify that the information as given above are true and to best of my knowledge and belief.

(Signature of the claimant with date)

Name

Address :

.....

.....

Certified that Mr./Ms./Dr..... was required to travel for the reason as specified in the interest of the Institute and his/stay from to was necessary.

(Director/Head of the Department)

Head of Account :

Passed for payment/adjustment for

.....

.....

.....

Bill Asstt.

Supdt.

Asst. Registrar (R&C)

Dean(R&C)

Director



विभाग का नाम
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

Name Of The Department
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ-211 004 (India)
Website: <http://www.mnnit.ac.in>

Approved New Evaluation Proforma

Request for Dean (R&C)'s Nominee in Evaluation Committee for the Renewal of the Project Staff

Dean (R&C)

Through- Head of the Department

Sub: Request for nominating members of the evaluation committee for the renewal of the Project Staff

Title of the Project:

Name of Funding Agency:

Name, Designation and Department of the PI:

Name of the Project Staff and Position

Details of the Post:

- | | |
|-----------------------|---|
| 1. Dean (R&C) | Chairperson |
| 2. Head of Department | Member |
| 3. Name of PI | Convener |
| 4. | Dean (R&C) Nominee Member (May please be nominated) |

Signature of PI with date
(PI)

Forwarded

Signature of HOD with date
(HOD)

Selection Committee members nominated

Signature with date of Dean (R&C)



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद, प्रयागराज-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

मॉग पत्र/**REQUISITION** Above Rs.25,001 and up to 05,00,000[Under sponsored project]

मॉगकर्ता का नाम/ Indenter's Name	पदनाम/Designation	विभाग/अनुभाग/केन्द्र/ Department/Section/ Center:
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A.) मॉगें गये सामान का विवरण/Item Requisitioned:

Particulars of Item						
क्रम सं०/ S. No.	वर्ग/Category	नाम/ Name	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की इकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमोदित राशि/ Estimated Cost (₹)
1						

Note: (i) Separate requisitions is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter and Head of the Department/ Chairman of Cell/ Centre.

B.) मॉगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item (s).

क्रम सं० Sl. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/Stock Book page No. and Date	विवरण/ Description	माप/Quantity	वास्तविक मूल्य/ Actual Cost (in `) as per stock book	दशा/Condition (working/not working/ un-serviceable/ obsolete)
1.					

C.) उद्देश्य एवं औचित्य/Purpose and justification:

D.) खरीद की विधि का सुझाव /Suggested method of procurement:

(a.) GeM-Rule 149 of GFR 2017 (Strike off whichever is not applicable)

(i) Above Rs.25,001 to 02,50,000

(ii) Rs 2,50,000 to 5,00,000

प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है, अतः खरीद का अन्य तरीका सुझाया गया है।
 Certified that the subject item with desired specifications is/are not found available on GeM, therefore mode of procurement so suggested is (b)/(c)/(d)/(e)/(f)/(g) [Strike off whichever is not applicable]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

(b.) Purchase Committee-Rule 155 of GFR 2017 (for goods costing above Rs.25,000 and up to Rs.2,50,000.

(Proposed Committee members):

(1.)

(2.)

(3.)

(4.)

(5.)

(6.)

(c.) Open Tender-Rule 161 of GFR 2017 (for goods costing 2.5 Lakhs to 5 lakhs) [Two Bid System
 (Simultaneous receipt and opening of Technical & Financial Bids)]

(d.) Limited Tender Enquiry-Rule 162 of GFR 2017 (for goods costing 2.5 Lakhs to 5 lakhs)[Only for the Goods
 for which suppliers are registered in the Institute];

(e.) Single Tender Enquiry for Proprietary Item-Rule 166 of GFR 2017 (Please attach Certificate Rule 166 of GFR 2017)

(f.) Institute Rate Contract/Agreement (If any).....

E.) प्रमाणपत्र / Certificate:

- (i) The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- (ii) The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- (iii) The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder. Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operation of indented item, have been indented in this indent.
- (iv) The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017**.

(Strike off whichever is not applicable)

F.) Additional Information:

- (i) Installation required: [YES / NO] (ii) Training required: [YES / NO]
- (iii) Qualification Criterion for Vendors if any:
- (iv) No. of Enclosures:.....
- (v) Max. Period for delivery of items.....
- (vi) Purpose of acquiring the item: **Research/Non-Research**.

Duly filled Requisition Slip <input type="checkbox"/>	Copy of Estimate <input type="checkbox"/>	Copy of DFAC (In case of Departmental Purchase) <input type="checkbox"/>	Copy of Specifications duly signed by Indenter <input type="checkbox"/>	Certificate as per Rule 166 of GFR-2017 (For Proprietary Item) <input type="checkbox"/>
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मॉगकर्ता के हस्ताक्षर/ Indenter's Signature:

दिनांक /Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/ Recommendation of Head of department/ section/center:

दिनांक /Date:

नाम /Name:

हस्ताक्षर/ Signature

For Office Use of Dean (Research & Consultancy):

G.) Grant/Fund Availability: For Project Funding

- (a.) Verified that the indented item is in the list of items sanctioned by competent authority for Project No. _____
Nature of item (**consumable/non-consumable**)
Budget Head: Allocation:
Minor Head: Allocation:
Expenditure till:
Committed Expenditure till:
Balance:

(b.) Necessary funds are available to process this item:

H.) जाँच की और क्रम में पाया / Checked and found in order:

- I.) प्रस्तावित खरीद की विधि / Proposed method of procurement:
Rule _____ of GFR-2017

Date:

AR (R&C):

Dean (Research & Consultancy)

Approved / Returned for Review

Director