

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
**(Indian Council of Agricultural Research)**  
**Kasaragod – 671 124, KERALA**

**PROPOSAL FROM FOR STORES PURCHASE**

No. :  
Proposal No. : Budget Allocation :  
Division : Expenditure on the date :  
Project No. :  
Funding Source: Date :

The following items are required for use in my Division. Arrangements may kindly be made to supply the same at an early date.

| <b>Sl. No.</b> | <b>Full Description (with catalogue No. if any)</b> | <b>Qty. Reqd.</b> | <b>Appx. Cost Rs.</b> | <b>Available with</b> | <b>Brand Preferred</b> | <b>Stock on hand</b> |
|----------------|---|-------------------|-----------------------|-----------------------|------------------------|----------------------|
| <b>1</b>       | <b>2</b>  | <b>3</b>          | <b>4</b>              | <b>5</b>              | <b>6</b>               | <b>7</b>             |
|                |   |                   |                       |                       |                        |                      |

Remarks :

Signature, Name and  
Designation of the Indentor

Head/Division/Section

Approved/Deferred

***P.T.O***

**NB:**

- ❖ These proposals may be prepared in duplicate retaining the duplicate with the section concerned. Different proposals under different Budget Heads may please be prepared and send for early disposal/procurement
- ❖ The approximate date by which the materials are required should be invariable indicated under remarks column.
- ❖ Detailed specification of the materials, equipments etc. should be indicated. Probable source may also be indicated if known.
- ❖ The columns “stock on hand” should be got filled up by the stores officer/person in charge of stores with date on which position is indicated.

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