

No.: SGTU/RO/53/2025/3806

Dated: 14th June, 2025

OFFICE ORDER

INDENT APPROVAL

In continuation to the previous notification No. SGTU/RO/53/2022/4510-4519 dated 14th December, 2022, the committee for Indent Approval has been re-constituted as mentioned below:

Indent Authorization

(a) Indent Approval Committee

- (aa) Head of User Department
- (ab) Technical Team (*wherever required*)
- (ac) Management Representative (Dr. Joginder Yadav and Mr. Rajesh Gupta)
- (ad) CFAO (Only for Capex) – Above 2.5 Lakhs

- (b) It is to be noted that Indent should be complete in all respects i.e. specifications, justifications for purchase, Approximate cost of the product being procured etc.
- (c) ERP approval of such indent should also be attached along with the extension no. of the department and mobile no. as well as official mail id (for communication purpose in case of any issue)
- (d) In case of capex items, it is mandatory to get it checked and should be approved by the technical team and then forwarded to the indent approving committee.

[Each Indent is to be approved within time limit of 5 to 7 working days. The approved indent shall be valid for maximum 07 days only, from the date of approval]


Registrar 14/06/25

Endst. No.: SGTU/RO/53/2025/3807-3826

Dated: 14th June, 2025

A copy of the above is forwarded to the following for information and necessary action:

1. PA to the Chairperson, Dashmesh Educational Charitable Trust for kind information of the Chairperson
2. PA to VC for kind information of the Vice Chancellor
3. PA to Advisor-cum-Provost for kind information of the Advisor-cum-Provost
4. PA to PVCs for kind information of the Pro Vice Chancellors
5. All the members of the Committee


Registrar 14/06/25