

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/28
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**Individual Purchase (GFR 154)**  
**(Purchase of goods upto the value of Rs. 25,000/-)**

Sub Voucher No.....  
Date.....

<b>Head of account</b>			
<b>Sanction No.</b>			
<b>Paid to M/S</b>			
Vide cash memo no.....Dated.....for Rs..... only on account of .....			
<b>Total Rupees</b>			
(Rupees.....only)			
<b>Certified that:</b>			
1. The above amount of Rs..... has been received and paid by me. 2. I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.” 3. Cash Memo has been pasted & countersigned by me.			
_____ <b>Dated Counter Signature of the Controlling Officer</b>		_____ <b>Dated Signature of the Drawer of Advance</b>	
Name :		Name :	
Designation :		Designation :	
<b>Certified that:</b>			
The material has been entered in stock register /Repair / Maintenance Register of ..... .....on page No.....at Sl. No.....			
<b>In-charge Central Stores/ Farm Stores</b>			
Passed for Rs..... (Rupees..... .....only)			
<b>DRAWING &amp; DISBURSING OFFICER</b>			