**……..Engineering Department**
Rajiv Gandhi Govt. Engineering College, Kangra
(at Nagrota Bagwan), Distt. Kangra 176047 (Himachal Pradesh)

# REQUISITION/DEMAND PROFORMA

**Date:**

**Head of Account to which Expenditure will be Debitable**: SWF/OE/M&S/M&E/IRG

| Sr. No./ Item no. | Description of item | Qty. Reqd. (Nos.) | Approx. Cost/item (in Rs.) | Approx. Amount (in Rs.) | Purpose of purchase |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
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| | | | Total Amt. | | |

**Demanding officer/official** **Recommending officer/official**

(Sig. and Name) (Sig. and Name)

Certified that above said items are available/not available in store.

Store Keeper

Approved/Not approved

Director-cum-Principal
RGGEC, Kangra (at Nagrota Bagwan)