

**CHOLISTAN UNIVERSITY OF VETERINARY & ANIMAL SCIENCES,  
BAHAWALPUR**

**Directorate of Procurement & Central Store Section**

**PRIOR DEMAND PROFORMA**

*(For issuance of stores from the Central Store and / or procurement of goods and services — to accompany the case file at every stage)*

|                                 |                   |
|---------------------------------|-------------------|
| <b>Proforma / Case File No.</b> |                   |
| <b>Date of Initiation</b>       |                   |
| <b>Financial Year</b>           | 20_____ – 20_____ |

**PART-A: DEMAND BY REQUISITIONING OFFICE / DEPARTMENT**

|                                                |  |
|------------------------------------------------|--|
| <b>Name of Officer</b>                         |  |
| <b>Department</b>                              |  |
| <b>Subject / Purpose of Demand</b>             |  |
| <b>Brief Justification / Nature of Urgency</b> |  |
| <b>Estimated Amount</b>                        |  |
| <b>History of Previous Same Purchase</b>       |  |
| <b>History of Previous Other Purchase</b>      |  |

**Details of Items Demanded:**

| <b>Ser.</b> | <b>Description of Item / Store (with specifications)</b> | <b>Qty. Demanded</b> | <b>Est. Unit Rate (Rs.)</b> | <b>Est. Amount (Rs.)</b> |
|-------------|----------------------------------------------------------|----------------------|-----------------------------|--------------------------|
| 1           |                                                          |                      |                             |                          |
| 2           |                                                          |                      |                             |                          |
| 3           |                                                          |                      |                             |                          |
| 4           |                                                          |                      |                             |                          |
| 5           |                                                          |                      |                             |                          |
|             | <b>Total</b>                                             |                      |                             |                          |

**PART-B: STORE POSITION (CENTRAL STORE)**

|                                           |                                                               |
|-------------------------------------------|---------------------------------------------------------------|
| <b>Stock Position of Demanded Item(s)</b> | Available ( )    Not Available ( )    Partially Available ( ) |
| <b>Signature of Store In charge</b>       |                                                               |

Head of Department/Convener

Approved by

**VICE CHANCELLOR**

**Cholistan University of Veterinary and Animal Sciences, Bahawalpur**

**CHOLISTAN UNIVERSITY OF VETERINARY & ANIMAL SCIENCES,  
BAHAWALPUR  
Repair & Maintenance**

**PRIOR DEMAND PROFORMA**

*(For issuance of stores from the Central Store and / or procurement of goods and services — to accompany the case file at every stage)*

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Proforma / Case File No.</b>       |                   |
| <b>Date of Initiation</b>             |                   |
| <b>Financial Year</b>                 | 20_____ – 20_____ |
| <b>Name and Department of Officer</b> |                   |

**PROBLEM DESCRIPTION & URGENCY**

|                                       |                                                                                                             |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Nature of Issue</b>                | <input type="checkbox"/> Urgent <input type="checkbox"/> Routine                                            |
| <b>Nature of work</b>                 | <input type="checkbox"/> Repair <input type="checkbox"/> New item replacement <input type="checkbox"/> Both |
| <b>Detail of Repair</b>               |                                                                                                             |
|                                       |                                                                                                             |
| <b>Date work started</b>              |                                                                                                             |
| <b>Date work completed</b>            |                                                                                                             |
| <b>Estimated Amount</b>               |                                                                                                             |
| <b>History of Previous Same Work</b>  |                                                                                                             |
| <b>History of Previous Other Work</b> |                                                                                                             |

**Details of New Items Replaced:**

| Ser.         | Description of Item / Store (with specifications) | Qty. | Est. Unit Rate (Rs.) | Est. Amount (Rs.) |
|--------------|---------------------------------------------------|------|----------------------|-------------------|
| 1            |                                                   |      |                      |                   |
| 2            |                                                   |      |                      |                   |
| 3            |                                                   |      |                      |                   |
| <b>Total</b> |                                                   |      |                      |                   |

Head of Department/Convener

Approved by

**VICE CHANCELLOR**  
**Cholistan University of Veterinary and Animal Sciences, Bahawalpur**