



STEEL AUTHORITY OF INDIA LIMITED  
SAIL REFRACTORY UNIT  
BOKAROSTEELCITY

Annexure-1A

To,  
General Manager (P & A)  
SAIL Refractory Unit  
Bokaro Steel City

Date:

Through: Head of Department

**Subject: Application for advance for provision of furniture/furnishings**

Sir/Madam,

With reference to circular No. SRU Pers /EC/1907 dated 05/05/2021, I hereby propose to purchase the following items:

Sl.No	Category	Name of the item	Estimated Amount(Rs.)
TOTAL AMOUNT			

An amount of Rs...../- (Rupees--- Only) may kindly be released to me as 1<sup>st</sup> installment / 2<sup>nd</sup> installment/ full payment towards furniture/furnishings advance as per the scheme for procurement of the above items.

The above items shall be bought back by me at their book value (subject to minimum residual value of 5% of the cost of tem) on separation from the company or at the end of specified number of years or respective category)

I have read the terms and conditions of the scheme carefully and agree above the same.

Thanking you,

Yours faithfully,

Name of executive :  
Designation & Grade :  
SAIL P.No :

