

**SP- II Form**

(PROFORMA TO BE USED BY MISSIONS ABROAD IN INDENTING SECTIONS OF M.E.A. FOR PROCURING STORES THROUGH SP-II SECTION FOR WHICH NO FINANCIAL SANCTION OF THE MINISTRY IS REQUIRED).

(TO BE SUBMITTED SEPARATELY IN DUPLICATE FOR DIFFERENT CATEGORIES OF STORES)

SL No.	Description of Articles. Give Complete details And particulars To facilitate proper Identification of the Articles	Specification/ drawing/make or brand	Number/ quantity	Amount sanctioned	& relevant Head of Account
1	2	3	4	5	

Instruction regarding Dispatch by air/sea/bag	Approximate date of	for whom meant	if, any	Remarks
6	7	8	9	

The bag facility is available in cases where quantity of store is very small.

It is certified that:-

- (a) the expenditure involved including Air/Sea freight, packing, forwarding and other incidental charges etc. has received the sanction of the competent financial authority and is covered within monetary ceiling wherever fixed.
- (b) The funds are available during current financial year and if the goods are not supplied during current financial year provision will be made in the next year's budget grant.

Signature of indenting Officer  
Office stamp