

Proforma for Financial Approval

[For Student Activity Fund including Sports Events (Gymkhana Fund)]

[Sanctioning Authority: Upto Rs. 25,000 /- per occasion and Rs.5.00 Lakh per year -Dean (SW) /
Above Rs. 25,000 /- - Director]

Date : - _____

Name of the Indenter:-

Designation :-

Department -

Purpose & Justification :-

Amount Rs.

(Rs.....Only)

Account Head of Expenditure :

Year of Sanction :

Allocation (Rs.) :

Total approval Sought before this approval (Rs.):

Name of the Scheme :

Name of the Sponsoring Agency :

Mode of tendering (In case of purchase of goods/ services is involved): (Strike out whichever is not applicable)

(i) Direct purchase (ii) Through Local purchase committee

(iii) Limited Tender Enquiry (iv) Advertised Tender Enquiry

(v) Single tender (Justification to be enclosed)

[GNAR (GeM-Non availability report) is mandatory in case of purchases outside GeM]

(Signature of Indenter)

Up-to Rs.25,000 /-:

(Recommended/ Not recommended)

(Approved/ Not Approved)

(Head of the Department)

DEAN (SW)

Above Rs.25,000 /-:

(Approved/ Not Approved)

(Head of the Department)

DEAN (SW)

DIRECTOR

Note:

* The competent authority shall maintain record of approvals granted during the year and furnish the same to Director on quarterly basis, with a copy to Dean (P&D). Further, the competent authority shall also ensure that there is no splitting of proposals intended to avoid approval of the higher authority.

* All purchase files above Rs.10 lakhs should be routed through Internal Audit Officer

* Official holding temporary charge will not be eligible to exercise financial powers, unless otherwise specified by the competent authority concerned in writing.

* Cash advance shall be processed only with copy of financial approval in original and further subject to ceiling limits prescribed in Para-12 of the revised delegation of financial powers.