

## Proforma for Financial Approval

[For Capital Expenditure, Campus Development, Repair-Maintenance and Miscellaneous Expenditure from  
MoE grants not allotted to other Deans]

[Sanctioning Authority: Upto Rs.1.00 lakh per occasion and Rs.3.00 Crore per year -Dean (P&D) / Above Rs.1.00 lakh - Director]

Date : -

Name and designation of Indenter:-

Purpose:

Department:

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 :

Signature of Indenter

Up-to Rs.1.00 lakh:

(Recommended/ Not recommended)

(Approved/ Not Approved)

(Head of the Department)

DEAN (P&D)

Above Rs.1.00 lakh:

Approved)

(Approved/ Not

(Head of the Department)

DEAN (P&D)

DIRECTOR

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

(i) Direct purchase (Upto Rs.25,000 /-) (ii) Through Local purchase committee (Upto Rs.2,50,000 /-)

(iii) Limited Tender Enquiry (Upto Rs.25,00,000 /-) (iv) Advertised Tender Enquiry

(v) Single tender (Justification to be enclosed)

### 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-11 of the revised delegation of financial approval.

NOTE: IN CASE THE FINANCIAL APPROVAL IS BEING SOUGHT FOR PURCHASE OF LAB EQUIPMENT/ INSTRUMENT, KINDLY COMPLETE PROFORMA ANNEXURE-A.

**ANNEXURE-A**

**PROFORMA FOR PURCHASE OF LAB EQUIPMENT/ INSTRUMENT**

1. Justification: (Attach additional sheet if required):

2. UG/PG/Research Laboratory/Others:

2.1 In Case of UG/PG Laboratory:

Name of Experiment:

Name of Subject and Semester:

2.2 In case of Research:

2.2.1 Specify, if same/similar instrument is  
available with the Department:

Title of research:

Available ☐      Not available ☐

Name of Student:

If available, Number of Instruments Available:

3. If available, Status of Equipment:

Working ☐

Not Working ☐

3.1 If not working:

Repairable ☐

Not Repairable ☐

3.2 If not available/ not repairable, what was the alternate arrangement?

4. Additional Remark (if any): Attach additional pages if required:

**HOD**

**Signature of Faculty Member**