

**Proforma for Financial Approval**

Date : - \_\_\_\_\_

Name :- \_\_\_\_\_

Designation :- \_\_\_\_\_ Deptt.- \_\_\_\_\_

Purpose & Justification :- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Rs. \_\_\_\_\_ ( \_\_\_\_\_ Only)

Account Head of Expenditure : - \_\_\_\_\_

- ❖ Allocation for the year \_\_\_\_\_
- ❖ Total approval Sought before \_\_\_\_\_
- ❖ Name of the Scheme \_\_\_\_\_
- ❖ Name of the Co-ordinator \_\_\_\_\_
- ❖ Name of the Sponsoring Agency \_\_\_\_\_ Year of Sanction \_\_\_\_\_

**Signature of Employee**

**Signature of HOD**

\* Only in case of Plan Grant and Schemes

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**Recommended / Not Recommended**

**Dean (P & D)**

**Approved / Not Approved**

**DIRECTOR**