

Proforma for Financial Approval

Date : - _____

Name of the Indentor:-

Designation :-

Deptt.-

Purpose & Justification :-

Amount Rs. (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 :

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)

(Name, Designation and Signature of Employee)

(Channel for approval as per revised delegation of financial powers to be followed)

Forwarded	HoD/ Sectional Head
Recommended	HoD/ Sectional Head/ Concerned Dean
Approved	HoD/ Sectional Head/ Concerned Dean/ Director

(Tick whichever is applicable and strike out whichever is not applicable)

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.
- * Enclose separate sheet for purpose and justification, if required.