



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/Dean (P&D)/2018-19/107


Date:Jan 2019

08 JAN 2019

CIRCULAR

SUB: MAINTENANCE OF RECORD OF FINANCIAL APPROVALS - Reg

1. This refers to Office Order No.VNIT/D/Fin Powers/5662 dated 27 Nov 2018 on the captioned subject. As per the said Office Order, the authorities granting approval are required to maintain record of approvals granted during the year and furnish the same to Director on quarterly basis, with a copy to Dean (P&D).
2. To streamline the procedure, it is instructed that the authority granting the approval should invariably mention unique **Sanction Code (SC)** on every Financial Approval. It may be noted that the Sanction Code is to be generated and mentioned on the right corner of the Financial Approval form by the **authority granting approval only** (as per Office Order dated 27 Nov 2018) and **not by the forwarding or recommending officials**. The record of all such financial approvals granted shall be maintained on quarterly basis. The specimen format for maintenance of such record is enclosed herewith. Copy of this record may be furnished to Director on quarterly basis, with a copy to Dean (P&D).
3. All concerned are requested to follow these guidelines scrupulously. This issues with the approval of the Director.


(Dr G P Singh)
DEAN (P&D)

To:

1. All HODs/ Sectional Heads - For necessary action pl.
2. All Deans/ Asso. Deans - For information and necessary action pl.
3. Director's Office - For information of the Director pl.
4. Dispatch Section - For circulation to all concerned, by e-mail.

**SPECIMEN QUARTERLY FORMAT FOR MAINTENANCE OF RECORD PERTAINING TO
FINANCIAL APPROVALS GRANTED, IN LINE WITH OFFICE ORDER**

No. VNIT/D/Fin Powers/5662 dated 27/11/2018

Name of the officer/ faculty : Dr G.P.Singh
Designation : Dean (P&D)
Financial Year : 2018-19
Quarter : Q4 (Jan 2019 to Mar 2019)
Nature of Power : Expenditure for campus development, repairs and maintenance and miscellaneous expenditure from MHRD grants not allotted to other Deans
Financial limit : Up to Rs.1,00,000 /- per occasion & Rs.1,00,00,000 /- per year

Sl No.	Sanction Code (SC) (To be mentioned on Financial approval)	Name of the Indenter	Purpose of Sanction	Total Cost (Amount in Rs.)
1	Dean (PD)/2018-19/Q4/01	Sh. K G Barapatre, Exe. Engr	Minor repairs to Hostel block-01	50,000
2	Dean (PD)/2018-19/Q4/02			
3	Dean (PD)/2018-19/Q4/03			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	Dean (PD)/2018-19/Q4/15			
Total for Q4 2018-19				


DEAN (P&D)

Copy to:
Dean (P&D) / Director - For information please.