

**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA,
FARIDABAD, HARYANA-121006**

Ref. No.

Date:

Level of Competent Authority:

Subject:

It is requested that administrative approval and financial sanction may be accorded for the items detailed below:

1	Name of the Dept/Office		
2	Scheme and/or Budget head duly approved by Accounts Department		
3	Date of receipt of funds (for fund allocated between April -Nov)		
4	Date of submission of proposal for financial sanction		
5	Justification of delay (if more than 2 months from the date of allocation of funds, particularly allocations made between April -Nov.) in submission of proposal for obtaining financial sanction.		
6	Description of Item (s) and Detailed Work		
	S. No.	DESCRIPTION OF ITEM	AMOUNT
	01		
7	For purchase of equipment etc. i. Whether above items are already available in the dept. or not ii. If no, whether any other arrangement can be made in coordination with other Dept. to carry on the work. iii. If similar equipment is already available in the Dept/office. If yes justification for additional requirement. iv. In case of replacement or requirement, whether the equipment already on stock is beyond economical repairs. v. whether the purchase would involve additional recurring charges such as maintenance. If so, give details thereof and how it is proposed to be met.		
8	For change of equipment; i. Details of equipment/item presently approved for purchase. ii. Details of equipment/item now required to be purchased in place of earlier demand. Justification for the purchase of the proposed equipment proposed equipment		
9	For sanctions obtained in the last quarter of the financial year (i.e. January, February & march), but purchase could not be affected i. Reasons due to which items(s) could not be purchased. Have the funds been declared non-lapsable?		

10	<u>Certificates:</u> i. Certified that the fund for the above purchased exist in the current year' budget ii. Certified in case of UGC/other Agency funds) that items proposed to be purchased are the as approved by the Funding Agency. iii. Certified (in case of purchase against non-lapsable funds) that the items proposed to be purchased are the same as were got approved at the time of getting funds declared non- lapsable.	
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Justification for procurement of item(s):

Submitted for kind approval please

Dealing