

Date

डॉ.बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ,लोणेरे

प्रशासकीय व खर्च मान्यतेचे आवेदन पत्र

(Administrative & Financial Approval) for Academic Department only आर्थिक वर्ष (२०१९-२०)

(Name of the Department)

The Equipment/Software/Services are required for the Department/Section. The details of this purchase are as under:-

Sr no.	Details of Equipment/Software	Qty	Estimated Cost In Rs.	*Whether Demanded equipment/software exist with departments
1	2	3	4	5
01				

*Attach separate sheet, if required.

Details

- Justifications for purchase of above equipment/software **Technical Specification and justification is attached herewith** (Attach Technical Note)
- Budget Head :
- Budget Section:
 - Budget provision for the current year :.....
 - Cumulative expenditure incurred so far in Rs:
 - Balance provision for above purchase:.....

Certified that, purchase will be done by following the due purchase procedure.

Date :-

User signature

Signature

Name -.....

Head of

Department

Remarks ,if any:

Auditor Signature

Finance officer

Registrar

Vice-Chancellor

Guidelines to be followed :

- As per the account code proposals above Rs.75,000/- needs V.C's Sanction and proposals above Rs.3,00,000/- needs CPC's Sanction for procurement through tender.
- While booking expenditure in Budget Register, register should be signed by HOD and Auditor.
- Guideline in Para 4.6 of University account code should be followed.