



## NOTE FOR SANCTION OF EXPENDITURE

REF No.

Date:.....

### Section -1 Proposal:

1. Name of Activity /Budget line .....
2. Budget (Balance) Available Nu. ....
3. Estimate Cost Nu. ....
4. Mode of execution /concerned sector .....
5. Balance in stock/bill No./Cash Memo No. ....
6. Any other justification/supplier/parties/payee.....

### SECTION II VERIFICATION

Head of Unit

1. Availability of Budget appropriation
2. Ref. To delegation of financial power
3. Any other remarks.

### SECTION III APPROVAL

Head of Finance Section

Sanctioning Authority

Copy to:

1. Sector head concerned to which it belongs