**O/O PRINCIPAL, POST GRADUATE GOVT. COLLEGE, SECTOR 11, CHD.**

SANCTION FORM

DEPARTMENT NAME

**Principal MADAM,**

Sanction may kindly be accorded to incur an expenditure of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

(Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) on account of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the following articles/services which is/are required in our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department. The articles will be purchased after following the procedure as laid down in the GFR. The service tax/VAT where applicable will be paid. In case of service required, the same will be utilized strictly as per rules. The purchase will be made out of \_\_\_\_\_\_\_\_\_\_\_ fund.

In case of repair of any article, it is certified that the original article was purchased out of the PLA funds. The article has been entered in the stock register at page number \_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Particulars of the articles to be purchased/service to be availed** | **Qty.** | **Rate** | **Taxable amount** | **GST** | | **Amount** |
|  |  |  |  |  |  |  |  |

Certified that no advance is outstanding against my name / Department.

Date \_\_\_\_\_\_\_\_\_\_\_\_ Signature (In full)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name in Block letters)

Out of \_\_\_\_\_\_\_\_ fund Convener/ Head of the Department

Report of the fund clerk Funds available/ not available

Fund Assstt. Supdt. A/c Bursar Principal