



OFFICE NOTE

To: General Manager
From: IT Department
Subject: Approval for Standalone Test

1. Proposal

Testing PDF generation without DB connection.

2. Justification

Need to verify layout engine.

3. Financial Implications

Item	Amount (INR)
Software License	50,000
Total	50,000

4. Recommendation

The proposal is recommended for approval as it is within the delegated powers of the authority.

Initiated By:

Dev User

Developer

Approved By:

Lead

Senior Manager

Date: _____