



Assistant Registrar
Students' Affairs

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati – 781039, India
Phone: +91-361-2583000
+91-361-2582161
Fax : +91-361-2690761
e-mail : hossa@iitg.ernet.in

To,
Dhrubajyoti Sarma.
Student's Affairs,
IIT Guwahati, Guwahati-781039

Ref.: IITG/SA/SAE/347/2017-18/003
Date: 19-07-2017

Permission Cum Sanction Sheet

Sub : Permission for Urgent payment and expenses in emergency situation

Ref : Application dated 2017-07-06 seeking permission for the subject mentioned above.

Dear Mr.Dhrubajyoti Sarma,

With reference to your application stated above, you are hereby informed that, the Competent Authority of the Institute has **approved** your request as detailed below-

Sanction Order No :	255/2017-18/SA/003		
Budget Code/Head :	77.5/Other Recurring Expenses		
Sanction Amount :	Rs. 100000		
Name of the Grantee :	Dhrubajyoti Sarma, Student's Affairs, IIT Guwahati.		
Sanction Order valid till :	March 15, 2018.		
Permission granted for :	Urgent payment and expenses in emergency situation.		
Venue/Date/Time :	IIT Guwahati	13-07-2017 TO 04-10-2017	09:00 AM TO 05:30 PM
Details of the Event :	During some emergency situations, urgent payment is required. Every year, SA Office takes advance in the name of HOSSA for such expenses. As F&A norms has changed with a notice to settle the amount within 30 days, every month an advance will be drawn and settled accordingly..		
Contact Person :	Dhrubajyoti Sarma, Student's Affairs, IIT Guwahati.		
Remarks of the Sanction Authority:	Approved.		
Separate Permission Required for :	No.		
Terms & Conditions :	To be settled within the stipulated time.		

It may Kindly be noted that, once approved, after completion of the event or fulfilment of the purpose(s), the

person(s) responsible will have to submit a detailed report to the undersigned with a Utilization Certificate of the fund. You are also advised to follow all the S & P and F & A rules when purchasing equipment/consumables, taking advance, making stock entry, setting the bills etc., whatever applicable.



**Assistant Registrar
(Students' Affairs)**

Copy to :

1. Dean of Students' Affairs.