SANCTION FORM

OFFICE OF THE DEAN

FACULTY OF VETERINARY SCIENCE:: ASSAM AGRICULTURAL UNIVERSITY

KHANAPARA :: GUWAHATI-781022

**No.** AAU/CVSc/ Dated:

To,

 The Dean

 Faculty of Veterinary Science,

 Assam Agricultural University

Khanapara, Guwahati-781022

Sub: **Sanction for the purchase of Stationary item**.

Sir,

 I am to request you kindly to accord necessary sanction of sum of **Rs. 15,000.00 (Rupees fifteen thousand)** only for purchasing of stationary items for **……………………** as per particulars of items mentioned over leaf. The expenditure will be met under the Head **“ICAR Development Grant”** under the sub head **9.1.1** for the financial year **2023-24.**

 Yours faithfully

List overleaf:

 (Name)

Department Seal

………………………………………………………………………………………………………………………

Budget Allotment Rs……………….............

Expenditure already incurred Rs……………….............

Balance Rs……………….............

Asstt. Comptroller Accountant

………………………………………………………………………………………………………………………

Memo No.AAU/C.V.Sc./ICAR/9.1.1/2023-24/ Dated.

Sanction is hereby accorded in advance for a sum **Rs.15,000.00 (Rupees fifteen thousand)** only for purchase of stationeries as per list overleaf through departmental SPC constituted for this purpose & rule & codal formalities to the ………………….

Copy :

1. The Head of Department.
2. The Asst. Comptroller,Acctts. Section,CVSc,AAU,.Khanapara.
3. FOC Copy.
4. Office Copy

 Dean I/C,

 F.V.Sc., A.A.U., Khanapara

**LIST OF THE ITEM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name of the item** | **Specification** | **Qty.** |  **Rate/Item****(Approx)** | **Amount** |
| 1 | Adhesive Pad(flag) | Page Maker/Oddy(Good Quality) | 3 Nos. | 60.00 | 180.00 |
| **Total Rs.** | **15000.00** |
| **Rupees fifteen thousand Rupees only** |

 Signature

 Department Seal