

### NOTE FOR SANCTION OF EXPENDITURE

No.

Date :

**SECTION - I. PROPOSAL:**

- 1. Name of Activity : .....
- 2. Budget (Balance) Available : Nu. ....
- 3. Estimated cost : Nu. ....
- 4. Mode of Execution : .....
- 5. Balance in Stock<sup>1</sup> : .....
- 6. Any other justifications :

Head of Unit.

**SECTION - II VERIFICATION:**

- 1. Availability of budget appropriation :
- 2. Ref. to Delegation of Financial Power :
- 3. Any other remarks :

Head of Finance Section

**SECTION - III APPROVAL:**

Sanctioning Authority

Copies to:

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<sup>1</sup>In case of Procurements only  
 File : FAM Forms  
 Version : July 2001