



FAM – 4.3

## 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.