



FINANCIAL SANCTION FORM

No. _____

Date: _____

Department / Centre / Section	Indenter's Name	Designation

Item Name	Item (s) Type (Consumable / Non-consumable Repair case etc.)	Brief Description of item (s) procured (Make/Model etc.- Enclose separate sheet, if required)	Number/ quantity of item purchased	Actual Cost per unit (in Rs.)	Cost of the item (s) (in Rs.)
1.					
2.					
3.					

Chargeable Head	Mode of Purchase

Signature of Indenter _____

Recommended by: (Head/PI/TPO/CW/XEN/Section Head/..)

Availability of Fund

Sanctioned grant under chargeable head	Expenditure till date	Balance available	Funds Available / Not Available

Dealing Officials and Officers

1. _____ 2. _____ 3. _____

Pre-Audit

The complete purchase case for procurement of _____ costing Rs _____ has been pre-audited and is found to be in order.

Dealing Officials and Officers

1. _____ 2. _____ 3. _____

Financial Sanction (only for Non-GeM cases)#

The purchase case for procurement of (Item:) _____ is in order and is recommended for seeking financial sanction of Rs _____, (in words, Rs _____) for purchasing the item / placing the supply order in favour of M/s

Recommending Officer(s): _____

**Sanctioned
Competent Sanctioning Authority**

#Administrative approval cum financial sanction to be uploaded on GeM portal by the sanctioning authority separately