



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
Under Ministry of Education, Govt. of India



No./NITRR/F&A/2024-25/354

Raipur, Dated: 31/07/2024

// CIRCULAR //

All concerned to note that a standard format has been designed to bring uniformity in obtaining/according Financial approval from HODs/Deans fund. The attached Performa should only be used for obtaining financial approval from HODs/Deans/Section Heads from their respective fund.

2. This is issued with the approval of competent authority.

Attachment : Financial Approval format.


31/7/24
Dy. Registrar (F & A)
National Institute of Technology
Raipur

Copy to:

1. Director, NIT Raipur , for Kind information
2. Registrar, NIT Raipur, for Kind information
3. All the Deans/HODs/Section Heads.
4. Deputy Registrar (S&P)



P & F No.....

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

Proforma for Financial Approval HODs/Deans/Section Head

Date:

Name of Intendor:

Designation: Department:

Item/Service required:.....

Purpose and Justification for Item/Service required:

Amount Rs. (In words Rupees)

Account head of expenditure

- Budget Allocation for the year (Rs.).....
- Total approval sought before (Rs.).....
- Balance After approval (Rs.).....
- Year of sanction (F.Y.)

Approved/Not Approved

Signature of Intendor

Signature of HOD/Dean