F/C Memo No. ……………

**REQUEST FOR THE APPROVAL OF THE FINANCE COMMITTEE**

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| --- | --- | --- |
| 01 | (To be filled by the applicant) | |
| Subject |  |
| Name of the Applicant |  |
| Faculty |  |
| Dept/Division/Unit/Centre |  |
| E-mail address |  |
| Contact No. |  |
| 02 | Approval is sought to Change/Revise/Increase of ; (To be filled by the applicant)  (Please attached the details of Budget, Price, Charges, Fee, Rate, Salary or Payment already approved)  Reference of the previous F/C | Budget Price Charges  Fee Rate Salary  Payment  If not attached please specify..…...……………..………………..…  ……………………………………………………………………….  Meeting No.  Date |
| 03 | Source of Funds (To be filled by the applicant) | Treasury Funds  External Funds  Earned Funds  Any other.  (Please. specify)……..……………………………………………… |
| 04 | Availability of Funds (To be filled by the relevant DB/SAB/AB) | Yes No  Comments if any ……………………………………………………  Name & Signature of the DB/SAB/AB of the Faculty/Centre/Unit ……………………………………………………………………..  ……………………………………………………………….……. |
| 05 | If Treasury funds are involved, indicate whether this project is included in the Annual Budget (To be filled by the relevant DB/SAB/AB) | Yes No  If “no” provide justification ……………………….……………….  ………………………………………………………………………. |
| 06 | Estimated Budget to be attached  Amount (Rs.) | Yes No |
| 07 | Details of the recommendation of the sub - committee (BoM, Publication committee, Senate Research Committee etc.)– Please attach the copy of the minute | Meeting  Minute No.  Date |
| 08 | Whether covering approval was granted by the Vice-Chancellor | Yes No |
| 09 | Recommendation/Observation (Applicable only for Personnel Emoluments/ Course Fee)   1. Academic Establishments Division 2. Non-Academic Establishments Division 3. Corporate Management Division | (Please fill this along with the reference to relevant circular /regulation)  …………………………………………………  …………………………………………………  ………………………………………………… |
| 10 | Approval of the F/C is sought for ; (please specify) |  |
| 11 | Annexure/s: | 1. ………………………………………………   2 ………………………………………………  3 ………………………………………………. |
| 12 | i. Signature of the Applicant  ii. Decision and Signature of Head/Dept, Division, Unit, Centre  iii. Decision and Signature of the Dean of the Faculty, Director of the Centre  iv. Decision and Signature of the Registrar (If applicable) | ………………………………….  Recommended/Not recommeded  ………………………………….  Recommended/Not recommeded  ………………………………….  Recommended/Not recommeded  …………………………………. |
| 13 | Observations by the Bursar (If any) | ……………………………………………...………………………..  ……………………………………………...………………………..  ……………………………………………...………………………..  ……………………………………………...………………………..  ……………………………………………...……………………….. |