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 SalaryPayment If not attached please specify..…...……………..………………..………………………………………………………………………….Meeting No.Date |
| 03 | Source of Funds (To be filled by the applicant) | Treasury FundsExternal FundsEarned FundsAny other.(Please. specify)……..……………………………………………… |
| 04 | Availability of Funds (To be filled by the relevant DB/SAB/AB) | Yes NoComments 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 NoIf “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  | MeetingMinute 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 Applicantii. Decision and Signature of Head/Dept, Division, Unit, Centreiii. Decision and Signature of the Dean of the Faculty, Director of the Centreiv. Decision and Signature of the Registrar (If applicable)  | ………………………………….Recommended/Not recommeded ………………………………….Recommended/Not recommeded ………………………………….Recommended/Not recommeded …………………………………. |
| 13 | Observations by the Bursar (If any) | ……………………………………………...………………………..……………………………………………...………………………..……………………………………………...………………………..……………………………………………...………………………..……………………………………………...……………………….. |