

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI: COOCH BEHAR: WEST BENGAL
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COMPTROLLERS' DEPARTMENT.

From: Comptroller-in- Charge &
 Assistant Auditor (Sel. Gr.)

(FINANCIAL CONCURRENCE--Procurement Purpose only)

FC Memo No.: /ICD/.....(AFC)/FCS/2026-27

Dt..... /..... /20 ...

Sl. No.	Description of Material Fact	:	Disclosable Particulars
1	Indenter's requisition / proposal Ref. No. & date as per Stipulated Form, issued by University time-to-time	:	Ref No: Date: Name of Indenter- Project/Programme Communicable Designation-(√ appropriately)- HOD/PI/Co-PI/PC/PNO/NO/In- Charge University Post Holding Designation-
2	Administrative Sanctioning Authority as per Delegation Financial Power Rule*, applicable hereto (UBKV/GOWB/ICAR/GOI)	:	If it is (UBKV/GOWB/ICAR/GOI/Pvt /Pub./ Foreign Body) * project/ programme/general activity / venture , then this proposal is passed by VC/DR/Dean/HOD/PI/PC/In-Charge/NO (√) with Proposal initiation Order No. Dt.....
3	Title of the Concerned Fund/Scheme/ Project/ Programme/Venture etc.	:	
4.	Fund Accounting Code for which it is to be sanctioned	:	Fin. Acc. Code-
5.	Corresponding Budget Sanction Order No.	:	BUD. Sanc. Order No.- Date-
6.	Subsequent Allocation/ Re-Appropriation Order No.#	:	Allot. Order No – Date- Re-Appr. Order No.- Date-
7.	Approved Technical Specification Sanction Order No.	:	Tech. Spec. Sanc. Order No.: - Date-
8.	Purpose of Sanction as per Indenter requisition vide Form No. A/B/C/D/E	:	
9.	Allocable/ Apportioned Expenditure Code	:	
10.	Limited Amount (₹.) of this Financial Sanction (Maximum Limit in ₹.....)	:	Amount to be Specified for CBP@ (₹.)-
11.	Expenditure/ Ledger Code as per Sanctioned Budgetary Allocation	:	
12.	Name of the Co-PI (if it is needed to authorise so) as consignee	:	Authorisation Letter No.- Name of the Consignee: Designation:
Special Instruction to Proposer/ Indenter			
Request for compliance	1) To be Followed- Relevant WBFR/GFR/ University Procurement Rules and it's amendments time-to-time. (Sl.2 is to be sanctioned as per respective DFPR only). In case of Private/Public Project/Programme (Other than Govt. Company), UBKV Delegation of Financial Power Rules will be prevailed. In case of Foreign University/Institution (Within the jurisdiction of MOFA & MOF and FEMA), Delegation of Financial Power Rule of GOI will be prevailed. 2) Approval is to be given by Competent Authority as per respective concerned form. (Form-A For Stock/Store confirmation, B-For Purchase requisition of Goods, C-For Services, D-For Maintenance job, D-For Training Programme, E- For Other (not included in Form-A, B, C, D)) 3) Validity Period: 15 th .March of CFY. This will be changed as per the working feasibility condition of the Comptroller's Department of the UBKV time -to-time 4) No bill will be claimed without reconciliation with respective project/programme/venture Expenditure Control Register (ECR) Balance (Maintained by the concerned PI/NO/PC only) with the relevant Accounting Information (IFMS) as per the Books of Accounts (Maintained by the concerned Account's Section of the University) 5) It is to be attached with relevant procurement proposal. This is not useable for "Major or Minor Works" proposal 6) # means cause of re-allocation or appropriation is to be clearly disclosed 7) * Means tick on relevant Funding Agency mentioned herewith 8) @ means Concerned Budget Period within Current Financial Year 9) Bill Payable is to be issued by Indenter only. In special case, it will be issued by the consignee on behalf of Indenter's with due authorisation		

Signature of Prepare by
 Assistant/Jr.Cashier

Signature of Checker
 Superintendent/Accountant

Signature & Seal of
 ICD, UBKV