**PFAM – 4.3**

**NOTE FOR SANCTION OF EXPEENDITURE**

 Date:-

**SECTION – I. PROPOSAL**

 1 Name of Activity:………………………………………………………………………………….

1. Budget (Balance) Available: Nu…………………………….. Million………………………….
2. Estimated cost: Nu……………………..Liquidity Damage Charges Nu:-…………………………
3. Mode of Execution:………………………………………………………………………………...
4. Balance in Stock:

…………………………………………………………………………………………………………………………………

1. Any other justifications:

 **Head of Unit.**

**SECTION- II VERIFICATION:**

1 Availability of budget appropriation: Nu. Million

2 Ref. to Delegation of Financial power: FMM Appendix- I Sl.No

3 Any other remarks:

 **Head of Finance Section**

**SECTION –III APPROVAL**

 **Sanctioning Authority**

**Copies to:**

**! In case of Procurements only.**

**VEHICLE REQUISITION FORM**

|  |  |
| --- | --- |
| **Requisition Sector** |  |
| **Date from** |  |
| **Place to visit**  |  |
| **Type of vehicle** |  |
| **Purpose** |  |
| **Requesting Sector Head’s Signature** |  |
| **Name of Team Leader** |  |
| **Name & Designation of Team Members** | **1.****2.****3.****4.****5.** |
| **Fuel to be met from** |  |
| **Recommended by** **Adm. Officer** | **Approved by** **DZONGRAB** |