



Date:

Fund Availability/Booking Form

(Form should be neatly typed and printed on A4 size paper)

1. Name & Designation of PI / Indenter/Proposer: -
2. Department :
3. Sanctioned for: - (Enclosed a copy of sanction letter)
4. Sanctioned Amount :-
5. Item Description :-

Sl No	Item Details	Qty

6. Fund proposed for current FY: OH-35 Capital.....

7. Fund proposed for next FY: OH-35 Capital.....

Forwarded to F&A section for necessary action

PI/Indenter's Signature and Name with date

8. Booking Reference No- OH-35/.....dated.....

Office Assistant (Fund Booking)	Assistant Registrar (F&A)	Registrar

N.B. (a) Any sanction without fund availability/ booking shall be treated as null and void.

(b) If the fund is not utilised within the specified FY, PI must inform in advance to the F&A. so that the fund can be utilised for other purposes. Further, the PI must initiate rebooking of fund for the next FY.

(c) **This form along with sanction letter/approval of Competent Authority must be submitted to F&A within three working days of the sanction, failing which the approved proposal may not be initiated.**

(d) This form should not be treated as Indent. Separate indent (as prescribed by S&P and being followed currently) be raised at the time of actual purchase with quotations etc.