

NOTE FOR APPROVAL (NFA)

(Reference No: -----)

From : Dr./Mr./Mrs./Ms.----- Designation ----- (Prof/Asso Prof/Asst Prof etc.)	To : Dr./Mr./Mrs./Ms.----- Designation ----- (Dean/HoD etc.)
Purpose -----	Date: 24/04/2019

Subject: -----

(Add additional pages if needed)
For Visits Details of Visit ----- Schedule (if any) From ----- To -----
For Guest Lectures/Workshops/RDC/BoSetc.(If applicable); Details of Visiting Persons----- Designation ----- Organization----- Specialization ----- If interdisciplinary, which disciplines can be targeted -----
For Any Other Purpose (Pl give details) -----
NFA Amount Rs. -----/- (in words -----) (Detailed budget to be enclosed)

Initiated by:

Recommended by:

Signature of Initiator

Signature of HOD

Budget Details -FY 2018-19 (To be filled in by Finance & Accounts Dept)

Provision of the above items in the Budget	Account Head	If yes, then please give the following details		
		Amount Allotted (In lakhs)	Amount Consumed Including PO raised (In Lakhs)	Amount Remaining (In Lakhs)
YES / No		Rs.	Rs.	Rs.
Checked & Verified	_____ Signature of Deputy Manager - Finance & Accounts			

Approved By:

Signature of Vice Chancellor/Registrar/CFAO/Dean
(As required)