

NORTH EAST REGIONAL INSTITUTE OF EDUCATION
N.C.E.R.T
SHILLONG

No. NERIE/PAC 25

Dated :

SANCTION ORDER

Sanction of the Institute is hereby accorded for incurring an expenditure of a sum not exceeding Rs. (Rupeesonly) in connection with the programme
.....
(PAC No. of Dr/Mrs/Mr
to be held from to at details given overleaf.

The amount will be drawn in advance by Accounts Officer, NERIE, Shillong in respect of outside programmes on receipt of a requisition from who is the programme coordinator and placed the amount at his/her disposal. He/She will incur expenditure strictly in accordance with the relevant rules and instruction issued by Council/Institute time to time. He/she may ensure that no expenditure of irregular nature is incurred and that accounts are maintained in proper order. The unspent balances in respect of advance if any shall be credited to Institute's account immediately after conclusion of the programme.

The detailed accounts of the programme will be submitted to the Accounts Officer, NERIE, Shillong within one weeks of the completion of programme duly supported by receipts and vouchers etc.

The expenditure involves is debitable to PLAN Programme NERIE, Shillong for the year.....

This issues with the approval of the competent authority.

Administrative Officer

Copy to :

1. Accounts Officer
2. Programme Coordinator
3. Head, Concerned Deptt.

DETAILS OF THE PROGRAMME AND THE APPROVED EXTIMATE OF THE EXPENDITURE

01. Title of the Programme

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02. Venue and duration

.....

Local + Non Local + Internal = Total			

03. No. of Participants

04. Details of sanctioned expenditure

€	TA to Non Local Participants	Rs.
€	DA to Non Local Participants	Rs.
€	Conveyance to Resource Persons/ Participants	Rs.
€	Honorarium to Resource Persons	Rs.
€	Honorarium to Honorary Director	Rs.

Contingency Expenditure

€	Stationery	Rs.
€	Tea/Refreshment	Rs.
€	Daily Wager	Rs.
€	Working Lunch	Rs.
€	Preparation of Report	Rs.
€	Contingency	Rs.
€	Miscellaneous	Rs.
€		Rs.
€		Rs.
€		Rs.

TOTAL Rs.

Rs.only)

(Programme Coordinator)

DEE
(Head Dream)