

**DETAILS OF THE PROGRAMME
AND THE APPROVED ESTIMATE OF THE EXPENDITURE**

1. Title of the Programme

.....

.....

2. Venue and duration

.....

3. No. of Participants :-

Local	Non Local	Internal	Total

4. Details of sanctioned expenditure

• TA to Non Local Participants	₹
• DA to Non Local Participants	₹
• Conveyance to Resource Persons/ Participants	₹
• Honorarium to Resource Persons	₹
• Honorarium to Honorary Director	₹
<u>Contingency Expenditure</u>	
• Stationary	₹
• Photocopy (Outside RIE)	₹
• Tea/Refreshment	₹
• Daily Wager	₹
• Working Lunch	₹
• Preparation of Report	₹
• Miscellaneous	₹
• Writing Paper	₹
• Contingency	₹
•	₹
•	₹
TOTAL	₹

Rupees only

Program Coordinator

Head, D.E.E.

NORTH EAST REGIONAL INSTITUTE OF EDUCATION
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
UMIAM, SHILLONG-793103

No.

Dated:

SANCTION ORDER

₹ Sanction of the Institute is hereby accorded for incurring an expenditure of a sum not exceeding (Rupees only) 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 Account 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 within two weeks of the completion of programme duly supported by receipts and vouchers etc.

The expenditure involves is debitible 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.