



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली- 110016

National Institute of Educational Planning and Administration

(Deemed-to-be-University)

17-B, Shri Aurobindo Maarg, New Delhi-110016

No. F. 65-02/2022-23/F&A

Date:- 10/05/2022

NOTICE

Sub:- Usage of Standard format of Sanction Order – reg.

1. The Competent Authority is pleased to approve the standard format to convey the Sanction Order to be issued by the concerned Administrative and other Sections/ Units/PIs of the Projects to save time and bring more clarity with respect to payments and disbursement.
2. All Sectional Heads/PIs etc., are requested to adhere to the Sanction Order format approved by the Competent Authority. There is no requirement of sending the file(s) to Finance & Accounts Division, once approval has been done by the Competent Authority; only the Sanction Order along with a copy of the sanction and the verified Bills/ Invoices etc, are required to be sent.
3. Further, the onus shall lie upon the concerned In-charge of the Section/ Unit/ PI to maintain the files and records for the purpose of verification/ Audit and any other requirement, where it may be called for to be presented as and when required.

This is issued with approval of the Competent Authority.


(Finance Officer)

Enclosure:- Standard format of Sanction Order

Copy to:-

1. PS to Vice Chancellor.
2. PA to Registrar.
3. Administrative Officer I/c.
4. All Heads/ In-charges.
5. System Analyst- with request to upload the Notice on Staff Corner of the Website.
6. Guard File.



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No. _____

Date:- _____

SANCTION ORDER

1. Sanction is hereby conveyed towards payment of Rs. _____ (_____ in words) to M/s _____ (_____ Address/ details) for the purpose of procurement of goods/ services etc. availed (_____) in the F.Y. 2022-23 as approved by the Competent Authority.
2. The approval/ sanction exists at Page ____/N of the File No. _____ maintained by _____ Section. A copy of the same is enclosed.
3. The sanction has been accorded in exercise of the powers vested on the Competent Authority, as delegated by the Board of Governors and as per provisions contained on the Memorandum of Association, NIEPA.
4. The expenditure will be debited from the Head of the Account _____ (OH-36/OH-35/OH-31)/Sub-head _____ (in case of project, write the name of the Project/ head & sub-head) _____.
5. The details of the beneficiary is as mentioned below:-

Name:-	
Bank A/c No.:-	
Branch/ Code:-	
IFSC Code:-	
Mobile No.:-	
Email ID:-	

Administrative Officer / PI/ Sectional Head

To

The Finance Officer, NIEPA

Copy to:-

1. M/s _____
2. File Copy