POORNIMA
COLLEGE OF ENGINEERING

E15

INTER OFFICE MEMO

CAMPUS		**COURSE**	
FROM		**TO**	
DATE		**TIME**	
REFERENCE	REGARDING UTILIZATION OF DEPARTMENT BUDGET OF _____ SEMESTER, 20__-__		
C.C.		**C.C.**	

Part-I (Approval for conducting the activity)

Details of activity with date & time:…………………………………………………………………………………………

Approximate expenditure:……………………………………………………………………………………………………..

In case of SPL please furnish following details:

Name of Expert:……………………………… Organization:……………………………………Experience:……………

Topic:……

Date & Time:……………………No. of Hours: ………No. of Students: ……………..Expenditure:………………..

HOD   *Director*

Part-II (Approval for Payment)

We propose to utilize the above budget to the extent of Rs……………………. to meet expenditure on

(Detail of activity)   ………

………

………

………………………………………………………………………………………………… to   be   held   on

……………………….(Date). This will benefit …………………. (No. of students) of ………………… (Class)

and…………………………………………………;………………………………………;…………………….. (Faculty Name).

PRESENT STATUS OF UTILIZATION OF BUDGET IS AS UNDER:

A	Budget Head	
B	Allocated Budget Amount	Rs.
C	Budget already Utilized (Expenditure made)	Rs.
D	Budget allocated & expenditure made	Rs.
E	Budget allocated but expenditure not yet made	Rs.
F	Budget available (B-C-D-E)	Rs.
G	Proposal for further utilization of budget	Rs.

Group Coordinator /HOD   *Director*   **Registrar Office**

Accounts Department

BUDGET FOR _____ SEMESTER 20 ___-___

Department : _____

Budget Utilization Ledger Account of (Name of budget head*)………………………

Name of Institute:-………………………………………… **Name of the Course**…………………………………………………………………..

Name of Department: - …………………………………………..

S.No.	DATE	PARTICULAR	APPOROVAL DATE	EXPENDITURE	BUDGET	BALANCE	SIGN OF HOD	SIGN FINANCE DIVISION	REMARK
	Description of Activity-								
	Description of Activity-								
	Description of Activity-								
	Description of Activity-								
	Description of Activity-								

BUDGET UTILIZATION OF SUMMARY SHEET

Budget _____ Semester 20___- ___										
Summary Sheet										
Department :										
Course :										
Campus & Course		Budget	Expert visit	Faculty upgradation	Seminars/ workshops /Models (for students)	Off Campus students participation	In house training	Recreation and Refreshment	Other activities	Contigencies
	Allocation									
	Used									
	Remaining									