

Format for obtaining Sanction for the Events/Functions

Dated: _____

To
The Principal
Kalindi College
University of Delhi

Sub: Request for _____ (Name of the event/function)

Respected Madam

Kindly sanction the following for the _____ (Event Name) to be

Organized by _____ Society/ Club/ Committee on _____ (date).

S No	Requirement	Details (Count, Size, etc.)	Amount
1	Felicitations Gift/ Momentos (planter, shawls, etc)		
2	Banner		
3	Refreshment		
4	Stationery		
5	Printing		
6	Guest Remuneration		
7	Decoration (Flower, Rangoli, etc)		
8	Tentage		
9	Mic and Sound, etc.		
10	Others		
		Total	

Regards

TIC/Convenor/Co-Convenor/Coordinator

**Kalindi College
University of Delhi**

Guidelines for Bills Submission

- All the Bills should be in the name of "Principal Kalindi College".
- Bill should be submitted in Original with GST, duly signed and stamped by the Vendor.
- Bill should be verified by TIC/Convenor/Co-Convenor.
- The total amounts of bills should not exceed the sanctioned budget.
- Bill date should be on or after the sanction date and the bill should be submitted as early as possible after the completion of the event/function.
- While submitting the final bill/accounts of the event/function, it should be clearly mentioned whether, to whom it is to be reimbursed or to be transferred to the respective vendor/source provider, etc.
- Guest Honorarium Performa should be signed by the Guest, duly verified by TIC/ Convenor and clearly mentioning their account details/ cancelled cheque attachment.
- Prize winner Performa for students should be signed by individual prize winner and be verified by TIC/ Convenor and clearly mentioning their account details/ cancelled cheque attachment.