



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

Southern Region Farm Machinery Training &amp; Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731

An I.S.O. 9001- 2015 Certified Institute

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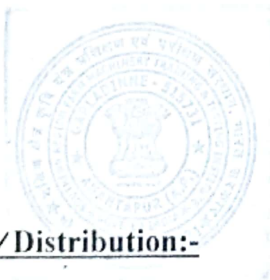
फाईल सं File No. 8-10/2024-Cash

दिनांक / Dated: 10.07.2024  
11**CIRCULAR**

It has been observed that while the file is placed before the Competent Authority for expenditure sanction, the respective Budget Head and sufficient availability of fund in the Head is not mentioned with the recommendation. Further the Sanction order in respect of the Sanction accorded by the Comptent Authority is not placed for signature of HOO and the vouchers are sent to account section without the Sanction order.

2. All section Incharges are therefore, requested to process the file for Expenditure Sanction to the Competent Authority with all relevant information viz. Budget Head and availability of sufficient funds in respective Head. Budget availability may be obtained on the same file through the DDO. Further, the Sanction order shall also be prepared and placed in the file for signature of HOO so that the same can be provided to the Accounts Section alongwith the vouchers for preparation of the bill.

3. This issues with the approval of the Competent Authority.



(ROHIT SHRIVASTAVA)  
Administrative Officer & DDO

**वितरण / Distribution:-**

1. All Sections In-charges (Admin, Training, Testing, Farm & Estates)
2. PA to Director – for information of Director.

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान, ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)