

# Chandigarh College of Engineering and Technology, Sec-26

## Performa for Event Permission and Financial Sanction By clubs/Societies/Sports

Name of Club/Technical Society:	Event Name:	
Date:	Venue(s):	Time:
Brief Event Description:		

Have the details of the event signed by Club In-charge attached along with the sanction? YES/NO

Permission may please be granted for conducting above mentioned event.

<b>EXPENDITURE DETAILS (Enter NIL if no funding required)</b>			
S.no.	Description	Approx. Cost	Justification

Financial Sanction may kindly be accorded for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) as per the above details. The expenditure will be met out from the \_\_\_\_\_ Fund. An advance of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) against this sanction may be given in the name of \_\_\_\_\_.

(Name & Signatures of In -Charge)

<b>Event Details &amp; Expenditure has been Verified</b>	
I/C (Clubs/Technical Societies)	Incharge Club Activities& Head Cultural Activities
<b>Recommended/Not Recommended</b>	<b>Sanctioned/Not Sanctioned</b>
Secretary Student Council	Professor Incharge Student Welfare -Cum-President Student Council

PPL

AC(F/A)

SO

Supdt. Student Council

# Chandigarh College of Engineering and Technology,Sec-26

## Temporary Imprest Requisition

kindly issue me the temporary imprest of Rs ..... out of student fund for the expenditure approved vide sanction no .....dated.....for the following purpose

S.No	Purpose of Expenditure	Amount

a. It is certified that the temporary imprest will be cleared by me within week after the expenditure.

**Requisitioning Officer/ In-Charge**

b. Temporary imprest of Rs.....may kindly be given to the requisitioning officer.

**Secretary Student Council**

**President Student Council**

c. Temporary imprest of Rs.....allowed.

**PPL/Head of Office,**

d. Received Rs..... Temporary imprest on.....

**In-Charge/ Receiving officer**



# Chandigarh College of Engineering and Technology, Sec-26

## Performa for Seeking Permission and Financial Sanction for Participation in Other College Fests

<b>Name of Club/Technical Society:</b>	<b>Event Name:</b>
<b>Institute:</b>	
<b>Dates for which team will be away:</b>	<b>Date of Events:</b>
<b>Brief Event Description:</b>	

a) Have the details of the event signed by Participating Team Head attached along with the sanction? **YES/NO**

b) Has the List of participating students with Mobile No's attached. **YES/NO**

c) Has the Registration/Confirmation details of the event attached (email confirmation/website)? **YES/NO**

It is certified that only **ONE team** is representing CCET-26( *Degree Wing*) for this event. Permission may please be granted for conducting above mentioned event.

Permission may please be granted for conducting above mentioned event.

<b>EXPENDITURE DETAILS (Enter NIL if no funding required)</b>			
S.No	Description	Approx. Cost	Justification
	Mode of Travel and Expenditure		
	Accommodation		
	others		

Financial Sanction may kindly be accorded for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) as per the above details. The expenditure will be met out from the \_\_\_\_\_ Fund.  
 An advance of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) against this sanction may be given in the name of \_\_\_\_\_.

(Name & Signatures of In -Charge)

<b>Event Details &amp; Expenditure has been Verified</b>	
I/C (Clubs/Technical Societies)	Incharge Club Activities & Head Cultural Activities
<b>Recommended/Not Recommended</b>	<b>Sanctioned/Not Sanctioned</b>
Secretary Student Council	Professor Incharge Student Welfare -Cum-President Student Council

PPL

SO

AC(F/A)

Supdt. Student Council