COLLEGE OF VETERINARY & ANIMAL SCIENCES,

PARBHANI. 431402 (MS)

Outward No Date.

To,

 The Associate Dean / The Professor/ Sectional Head ,

 COVAS, Parbhani / Department of ………………..

 /COVAS, Parbhani

 Sub : Casual Leave…..

Sir,

 I am /was having personal work / emergency work / important work / family issues/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and hence it is/ was not possible for me to attend office duties on dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. kindly permit me to avail \_\_\_\_ day(s) casual leave.

 I have availed total \_\_\_\_\_\_\_ day(s) casual leave during current calendar year and I have confirmed availability of casual leaves to my account

 My casual leave period is not continuous more than three days and similarly the casual leave period is also not exceeding seven days, even after considering prefix and suffixing holidays

Permission may please be also granted to leave head quarter and I have made all alternate arrangement for any emergency office work with provision of keys of my office cupboard.

 Submitted for approval, please

 Yours faithfully

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal preparation / submission and follow up points

1. Proposal are necessary for expenditure items and office permissions thereof
2. Proposal are expected in the format of office note
3. Proposal should be submitted with following details
* Submission well in advance
* Clarity of items to be purchased
* Necessity /utility of the item
* Non Availability /stock in the department
* Non Availability in the institute
* Approximate cost required for total purchase
* Provision of proposed expenditure head in budget
* Mode of purchases (local market/ committee/ quotations/ tender)
* Clarify non availability of the item on GeM with proof
* Clarify non availability of the item by Government agency with proof
1. Recommendation of sectional head
2. Submission of the proposal with file cover in format
3. Follow the proposal for getting preliminary office sanction
4. Preliminary Office sanction will indicate permission to process the proposal & will indicate availability of funds
5. Attempt the procedure to finalize appropriate agency and lowest rates
6. Submit the details to office with number of required items and total expenses
7. Follow finical sanction for the proposal
8. On final sanction order from office, post supply order
9. Collect material and certified the bills
10. Submit the bills for effecting payment directly to the agency by online mode
11. Submit Noc for the payment.
12. Possibly collect stamped receipt of the payment
13. Keep office copy of the proposal for permanent record and audit verification
14. NO BILL SHOULD BE CERTIFIED WITHOUT OFFICE SANCTION ORDER