**Letter No. Date:25.08.2021**

**NOTE FOR SANCTION OF EXPENDITURE**

**Section I. Proposal**

1. Name of Activity:
2. Budget (Balance) Available:
3. Estimated Cost: Nu.
4. Mode of Execution:
5. Balance in Stock\*\*:
6. Justification/Rationale:

|  |
| --- |

**Head of Unit**

**Section II: Verification:**

1. Availability of Budget Appropriation:
2. Ref. to Delegation of Financial Power:
3. Any other remarks:

**Head of Finance Section**

**Section III: Recommendation**

 **Head of AFD**

**Section IV: Approval**

**Sanctioning Authority**