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**OFFICE OF THE COMPTROLLER  
ASSAM AGRICULTURAL UNIVERSITY:: JORHAT-13, ASSAM**

No. AAU/Bt-2/ CP-29/2012-13/CM

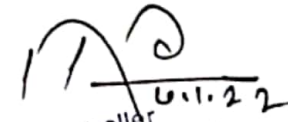
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Dated :- 04/01/2022

**OFFICE MEMORANDUM**

In the interest of smooth functioning of AAU accounting activities and with a view to expedite the clearance of proposal, it is impressed upon all concerned to attach the enclosed checklist duly filled in, in all respect while submitting proposal for sanction.

This will come in to force with immediate effect.

  
Comptroller  
Assam Agril. University  
Jorhat-13

Memo No. AAU/Bt-2/ CP-29/2012-13/CM

Dated:

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice-chancellor, AAU, Jorhat.
2. The Registrar, AAU, Jorhat-13.
3. All Dean/ Director/Assoc. Dean/ Chief Scientist/Sr. Scientist & Head of KVKs, AAU, Jorhat/ Khanapara/Out stations.
4. Office File.

Comptroller  
Assam Agril. University  
Jorhat-13

## ANNEXURE-I

Information required accompany with the proposal suggested for approval in respect of procurement of goods & services other than works ✓

SlNo.	Particulars	
1	Name of the Scheme/Project	
2	Subject/Proposal details	
3	Name of the Proposer with Designation	
4	Objective of the proposal	
5	Implementation area/Location	
6	Estimated/Actual Financial involvement	
7	Head of Expenditure	
8	Sub-Head/Component	
9	Financial Year	
10	Budget Allotment	
11	Fund released as on date	
12	Sanctions issued up-to-date/Progressive expenditure	
13	Balance fund available	
14	Status of adjustment of earlier advance if any, in case of proposal for advance	
15	Mode of fixation of rate of the articles/goods and services etc. (specify, if AAU approved rate, CPC/PPC approved rate or open/limited tendering/Single source procurement/through SPC/ without quotation or any other method (indicate the method))	
16	In case of scholarship and other beneficiary oriented scheme, reference of approved list of scholars/beneficiaries	
17	GFR/AFR/FRSR/DAFP Rule (AAU) followed	
18	Any other point not covered above	
19	Remarks/Comments	

\*Mention 'Not applicable'/Does not arise "for non related item/ items above.

Check & verified by Accounts Person

Signature of Accounts Person

Signature of Head of the Office/DDO

  
Comptroller  
Assam Agril. University  
Jorhat-13