



OFFICE OF THE COMPTROLLER
BIHAR ANIMAL SCIENCES UNIVERSITY
नियंत्रक कार्यालय, बिहार पशु विज्ञान विश्वविद्यालय
BVC Campus, Patna, Bihar 800 014

O.O. No.-Comp./BASU/ Patna/...224...

Dated: 10/10/2025

OFFICE ORDER

In pursuance of approval by the Hon'ble Vice-Chancellor, as documented in File No. FC/418/BASU, Patna on page no. 01/N, the enclosed format titled "**Checklist of Expenditure for Sanction**" is to be duly filled up and place before the Competent Authority for financial sanction. The allocation of expenditure to be checked & verified in respect of Budget head and the expenditure head in which the same is to be recorded in Accounts by all concerned as listed in checklist.

Sd/-

Comptroller

Bihar Animal Sciences University,
Patna

Dated: 10/10/2025

Memo No.-Comp./BASU, Patna/...767...

Cc:-

1. Registrar/DRI-cum-Dean PGS/ Director Research/ Student Welfare Officer/ Director Extension Education/ Dean, BVC/ Dean, SGIDT/ Dean, CoF/ Dean, COVAS/ Secretary to Hon'ble Vice-Chancellor/ All Assistant Comptroller for information and needful.
2. O/C, ICT to upload over the BASU website.



[Signature]
Comptroller
Bihar Animal Sciences University,
Patna

[Signature]
9/10/2025

Circular

[Signature]
10/10

AR (Adm)

Checklist of Expenditure for Sanction

1/c

01

This sheet is to be duly filled by all concerned and signed to be placed for sanction before competent authority:

Sl. No.	Head	Particulars	Signature	
1	Department for Purchase initiated			O/C Purchase
2	Details of Expenditure Proposed			
3	Budget Head			
4	Account Head Allotted			AC
5	Review and Account Head to be recorded for sanction and Accounting Entry			
6	Others- If Any			

Checked & Found Correct

Assistant Comptroller
BASU/BVC/SGIDT/COF/COVAS

NOTES :-

Information to be filled up: Example

1. Name of the colleges, HQR-Dept, Units/ and Dept for purchase initiated (From the Indent Initiated).
2. The Department of college/university/unit and the expenditure (proposed) Description.
3. The Budget head such as Infra/CNC/Salary with PLA code Ledger ID along with expenditure head/name.
4. The account head to be allotted such as Lab Exp., Assets head as Furniture, etc- along with Budget head- Infra, CNC etc.
5. There should be clarity such as (a) BASU-CNC-GEN : Ledger ID-16895 (b) BVC-Printing & Stationery A/C.
6. Others if any : As Remarks

[Signature]
22/08/25

[Signature]
22.8.25

[Signature]
22/8/25