

DIRECTORATE OF EDUCATION(COLLEGES) LAHORE
DIVISION, LAHORE.



CHECK LIST FOR RE-APPROPRIATION OF FUNDS

1. **Covering Letter by the Principal.**
2. **Purpose of re-appropriation.**
3. **Complete Agenda & Detail of College Council meeting.**
4. **Minutes of Meetings.**
5. **Specimen Signatures of all College Council members.**
6. **Bank Statement.**
6. **Details of all accounts from which and in which funds are to be re-appropriated.**

NOTE: THE CASE SHOULD BE IN TRIPLICATE (THREE SETS)

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