

Dec 23th 2018

To
The Dean
CUTM-PKD

Sub : Request for approval to attended a FDP on Development of Laboratory Instructions organised by NITTTR from 31st Dec 2018 to 4th Jan 2019 at Kolkatta

Dear Sir,

I am ~~Dr~~ Subhalipsa Das request you to grant permission to attended a FDP on Development of Laboratory Instructions organised by NITTTR from 31st Dec 2018 to 4th Jan 2019 at Kolkatta

FDP fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

Subhalipsa Das
Dr. Subhalipsa Das



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date : 08/01/19

Name of Employee	: Dr. Subhalipca Das
Purpose of Expenditure	: NITTR
Expenditure Budget Head	:

SETTLEMENT OF EXPENDITURE

Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fee	5000	5000/-
02	TA	1480	1480/-
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	6480/-	6480/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		

Subhalipca Das
Signature of Claimant

Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance

Alno
Registrar

