

December 11th 2018

To
The Dean- Admin,
MSSSoA
CUTM-PKD

Sub: Request for approval to attend 'National Seminar on Sustainable Resource Management for Enhancing Farm income, National security and Livelihood improvement on 1st to - 3rd February, 2019 at Vishwa Bharti, Shanti Niketan, Birbhum, West Bengal

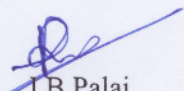
Dear Sir,

I am J.B.Palai request you to grant permission to attend 'National Seminar on Sustainable Resource Management for Enhancing Farm income, National security and Livelihood improvement on 1st to - 3rd February, 2019 at Vishwa Bharti, Shanti Niketan, Birbhum, West Bengal.

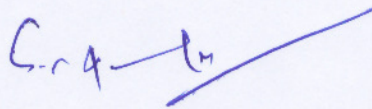
Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards


J.B.Palai
Asst. Professor

MSSSoA





JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT


PARALAKHEMUNDI

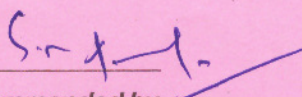
Date : 9/2/2019

Name of Employee : J. B. Palai
Purpose of Expenditure : Conference
Expenditure Budget Head :

SETTLEMENT OF EXPENDITURE

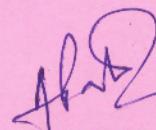
Sl. No.	Details of Expenditure	Amount (Rs.)	Amount (Rs.)
01	Registration fees	2000/-	
02			4560/-
03	Travel Allowances	2560/-	
04			
05			
06			
07			
08			
09			
10			
11			
12			
	Total Expenditure :	4560/-	4560/-
	Less advance taken (if any) :		
	Balance to be (Refund/ Payment) :		


Signature of Claimant


Recommended by
(Dean/Dy. Registrar/HOD)

Checked by

Dy. Registrar Finance


Registrar

