December 27th 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 Monisankar Bera 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

Grade

Conference registration fee and travel expenses may kindly be reimbursed.

Thanking you

With Regards

Monisankar Bera Asst. Professor



JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI

Date ·	9	19	120	19
Date .		~	~	

Name of Employee	:	Monisanhar Bera
Purpose of Expenditure	:	Conference
Expenditure Budget Head	:	

SETTLEMENT OF EXPENDITURE

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

IV	
Signatur	e of Claimant

MI

Recommended by

Checked by

(Dean/Dy. Registrar/HOD)

Dy. Registrar Finance

Registrar

J I T M 2018 - 2019 At - Village Alluri Nagar,P.O. - R Sitapur, Via- Uppalada Paralakhemundi,Dist: Gajapati – 761211,Odisha, India Phone: (06815) 222999, 223088, Fax: (06815) 222150

Journal Voucher

No. : JV/03/093

Dated: 19-fek

Particulars		Debit	Cr
Conference Registration fee	Dr	₹2000.00	
To Dr. Monisankar Bera		₹2560.00	₹4560
			(400)
On Account of :			
Being the expenses incurred by Dr. Monisankar Bera for Conference purpose is now accounted			
		₹ 4560.00	₹ 4560
		(4300.00	(4300

Authorised Signa