

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.

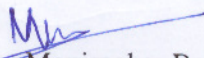
Dear Sir,

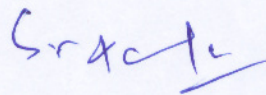
I am Monisankar Bera request you to grant permission to attend 'National Seminar on Sustainable Resource Management for Enhancing Farm income, National security and Livelihood improvement on 1st to - 3rd February, 2019 at Vishwa Bharti, Shanti Niketan, Birbhum, West Bengal

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 : 9/2/2019

Name of Employee	: <u>Manisankar . Bera</u>
Purpose of Expenditure	: <u>Conference</u>
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) :		

Mr  
Signature of Claimant

Grady  
Recommended by  
(Dean/Dy. Registrar/HOD)

\_\_\_\_\_  
Checked by

\_\_\_\_\_  
Dy. Registrar Finance

APD  
Registrar

