

Date: 10-7-19

To
The Principal,
G.N.I.T.S.
Shaikpet,
Hyderabad-08.

Sub: Request to grant the amount of expenditure for FDP Program conducted on 8-7-2019 by Dr. Sameer S Sahasrabudhe, Senior Project Research Scientist, Dept of CSE | NPTEL IIT Bombay, Powai, Mumbai on the topic, "Motivation, Teacher Ethics at work place" -Reg

Respected Sir,

One day Faculty Development Program is conducted on 8-7-2019 by Dr. Sameer S Sahasrabudhe, Senior Project Research Scientist, Dept of CSE | NPTEL IIT Bombay, Powai, Mumbai on the topic, "Motivation, Teacher Ethics at work place" from 9:30 A.M to 4:30P.M in Main seminar hall. In this context I request you to grant the amount of expenditure given in the below table.


SNO	Item	Expenditure (in Rs.)
1.	Honorarium For Speaker	20,000
2.	Transport for speaker(Flight Tickets +Local Transport(142+236)to be paid for A.chandra	7,165
3.	Hotel Accommodation for speaker on 8-7-19(1 Day)	4313(to be paid to Ch.Ramesh)
4.	Lunch for 10 people in canteen	1,630(to be paid)
5.	1).Tea for participants :70 no.@Rs.7 per person (Morning)-490Rs 2).Tea and biscuits for participants :80 no.@Rs.7 per person .(Evening)-560Rs 3).16 Biscuits Packets @10Rs each -160RS	1,210(to be paid)
6.	Sweet Packet (chief Guest)	280(TO be paid)
Total Expenditure:		34,598

Total Expenditure for FDP Program = Rs 34,598
Total amount sanctioned for FDP Program = Rs 39,000
Total Amount paid as Advance = Rs 26,787
Total Amount to be paid = Rs 7,811

Thank you sir,

Dr. K. Ragini
FDP Coordinator

10/7/19


PRINCIPAL
G. Narayanamma Institute of
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(AUTONOMOUS)
Shaikpet, Hyderabad - 500 104