

Date: 1-03-19.

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

Sub: Request to grant the amount of expenditure for FDP Program conducted on 23-02-2019 by  
Dr. B. V. Appa Rao, Research Fellow (Emeritus), Teaching Learning Centre(TLC), NIT, Warangal –  
Reg:

Respected Sir,

Guest Lecture is conducted on 23-02-2019 from 10:00 A.M to 12:00 P.M. on “**Bloom and  
Andreson’s Taxonomys of Levels of Learning**” in IT seminar hall (Library Block) under Faculty  
Development Program. In this context I request you to grant the amount of expenditure given in the  
below table.

SNO	Item	Expenditure (in Rs.)
1	Tea and biscuits :50 no.@Rs.10 per person .	50×10 = 500
2.	Bouquet-3 @80/- per bouquet	240
Total Expenditure:		

Total amount to be sanctioned for FDP Program

= Rs 740

Thanking you sir,

K. Ragini  
11/3/19.

Dr. K. Ragini  
FDP Coordinator

PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for women)  
(AUTONOMOUS)  
Shaikpet, Hyderabad-500104