

**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE**

**Payment Voucher**

No. : 2341

Dated : 11-Jan-2020

Particulars	Amount
Account : Staff Development A/C	1,000.00

Through :

S.B.I.A/c 62012945212

On Account of :

Ch.no. 125756 issued to Mrs. T.Malathi Latha  
Asst. Prof. H&M dept towards reg fees for  
attending short term course on e-Learning  
Tools and techniques for effective Teaching at  
UGC HRDC, JNTUH fro 6.1.20 to 8.1.20.

Amount (in words) :

Indian Rupees One Thousand Only

**₹ 1,000.00**

Receiver's Signature:

*Received m. latha.*

*11/1/20*  
**Accounts Asst.**  
**GNITS**

*12/6*  
**PRINCIPAL**  
G. Narayanamma Institute  
Technology & Science (for woman)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104

Through Proper Channel

Principal,  
ITS,  
Shaikpet,  
Hyderabad.

Respected Sir,

**Subject :- Request for granting of Permission to attend the Short Term course on " e-Learning Tools and Techniques for Effective Teaching" & Reimbursement of Course Fee of Rs.1000/-**

I, T. Malathi Latha ( Employee ID:-6041) working as Assistant Professor of Management Studies in H  
Department am going to attend the Short Term course on " e-Learning Tools and Techniques for  
Effective Teaching" at UGC-HRDC, JNTUH from 06-01-2020 to 08-01-2020.

I request you to kindly grant permission to attend the above mentioned programme and also grant the amount of  
Rs.1000/-.

I request you to kindly consider 6<sup>th</sup> January 2020 to 8<sup>th</sup> January 2020 as Academic Leaves.

Thanking you,

*T. Malathi Latha*  
2/1/20  
Yours Sincerely

(T. Malathi Latha)

Forwarded to The Principal with a request to consider

*[Signature]*  
HOD  
2/1/20

*To*  
*Accountant*  
*Approved for Rs 1000/-*  
*[Signature]*  
PRINCIPAL  
G. Narayanamma Institute of  
Technology & Science (for woman)  
(AUTONOMOUS)  
Shaikpet, Hyderabad - 500 104.