

G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE

Payment Voucher

No. : 678

Dated : 7-Jul-2018

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

Through :

S.B.I.A/c 62012945212

On Account of :

Being chq.No.308125 issued to T. malathi latha, Asst prof HM towards refund of the registration fee for attending four week orientation programme sponsored by UGC-HRDC at JNTUH form 4.6.18 to 2.7.18.

Amount (in words) :

Indian Rupees One Thousand Only

₹ 1,000.00

Receiver's Signature:

Authorised Signatory of

PRINCIPAL
G. Narayanamma Institute of
Technology & Science (for woman)
(AUTONOMOUS)
Shaikpet, Hyderabad - 500 104.

28/05/2018

From:-

T.Malathi Latha, Staff ID -6041,
Asst Prof. of Management Studies,
H & M Department,
GNITS

Through Proper Channel

To,
The Principal,
GNITS,
Shaikpet,
Mehdipatnam.

Respected Sir,

Subject:- Request for granting permission to attend four Week Orientation Programme & the amount for the same.

I, am T.Malathi Latha (Employee ID:-6041) working as Assistant Professor of Management Studies in H & M Department would like to attend an Orientation Programme as I have been **Shortlisted** For "**50th ORIENTATION PROGRAMME**" Sponsored by **UGC-HRDC** at **JNTUH** from **04-06-2018 TO 02-07-2018.** (Copy attached) **AND AN AMOUNT OF Rs.1000/-** for the same.

So, I would request you to consider my Leave, and grant me the amount of Rs.1000 & the permission to attend the same.

Thanking you,

Malathi
28/5/18
Yours Sincerely

Forwarded to the Principal with a request to consider.

Open
28/5/18

End

28.5.2018

126
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