

Payment Voucher

No : 298

Dated : 11-May-2022

Particulars	Amount
Account : Staff Development A/C	500.00

Through :

SBI A/C NO.52119331658

On Account of :

ch.no.593430 issued to mrs.T.Malathi latha,
Asst.prof. H & M towards towards reg.fee for
attending 1 day workshop on "Research
Methodology& Project report Writing"
organised by Kakatiya University on 5.5.2022

Amount (in words) :

Indian Rupees Five Hundred Only

₹ 500.00

Receiver's Signature

Malathi Received
11/5/22

Accounts Officer

Authorized Signatory

PRINCIPAL
G.Narayanamma Institute of
Technology & Science (for woman)
(AUTONOMOUS)
Shaikpet

Hyderabad

09/05/2022

From

T. Malathi Latha

Asst Prof. of Management Studies

H & M Department, GNITS.

To

The Principal

GNITS, Shaikpet,

Hyderabad.

Through Proper Channel

Respected Sir,

Subject : Request for granting of an amount of Rs.500 /- for attending Workshop

I, T.Malathi Latha (Employee ID:-6041) working as Assistant Professor of Management Studies in H & M Department, has attended One-Day workshop on "**Research Methodology and Project Report Writing**" organized by University College of commerce and Business Management, Kakatiya University on 5th May,2022 and an amount of Rs.500 (Proof attached) for the same.

So, I would request you to grant me the amount of Rs.500/-.

Thanking you,

Yours Sincerely,

(T MALATHI LATHA)

Staff ID-6041

Forwarded to The Principal with a request to consider

Opia

HOD

9/5/22

To

HOD - H&M / Accountant

10/5/22

To

Accountant

Approved for disbursement

Principal

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