

Dt:29-09-23

To  
The Principal  
G.N.I.T.S.,  
Shaikpet,  
Hyderabad-104.

Sub: Request for the amount spent for the FDP reg-

Respected Sir,

One day FDP on ICT tools and Virtual labs the Future of Education was conducted on 15-09-23 at GNITS campus by Teezclap & Accops. Hence I request you to grant me the amount of expenditure during the FDP for the following activities.

S. No	Activity	Amount in Rupees
1	Stage arrangement and Decoration(Puja items and miscellaneous)	300
2	Tea and Snacks	1,760
3	Lunch	2,500
4	Honorarium for resource persons(Sweet boxes +Bouquets)	2,000
	Total	6,560

Thanking you sir.

FDP Coordinator

*Wijaya*  
Dr.M.Vijaya Lakshmi  
Assoc.Prof.,ECE.

To  
Accountant,  
Approval for Rs 6560/-

*1/12/23*  
*12/10/23*

*1/12/23*  
PRINCIPAL

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