

DA/3082
6/4/17

From

C. Sarala Rubi (TTS 1597),
Assistant Professor,
Department of Physics,
Veltech Dr.RR & Dr.SR University,
Avadi, Chennai – 62.

To

The Vice Chancellor,
Veltech Dr.RR & Dr.SR University,
Avadi, Chennai – 62.

Respected Sir,

Sub : Requesting permission and Financial assistance to attend workshop in Anna University-reg

I wish to attend an International workshop on "Advanced Functional Nanomaterials" which is organized by Centre for Nanomaterials and Nanotechnology, Anna University during 22.03.2017 to 24.03.2017. It will be useful for my research work as well as for teaching. So I request you to sanction special CL for those 3 days with financial assistance. I have enclosed the workshop brochure with this letter. Kindly do the needful sir.

Expenditure:

Registration fee -2000/- (Two thousand only) ✓

Thanking You,

Date: 6.03.2017

Yours Sincerely,

C. Sarala Rubi



Forwarded to Dean-FME
Dean FME 7/3/2017

for forwarded
to Dean-FME
7/3/17

Rs. 2000/- 3 days SPL

C-1456

7/4/17
(S. Sambasivan)

G24.0.2

Recd on
27/01/17

2' from
submitted on
27/3/2017 to D.A. office.

To attend workshop 3 days in Anna University reg.
 DIN/ Bill No/2831/3-5-N.

ADVANCE CASH BILL SETTLEMENT REGISTER

SI.No. **30270**
 Settlement Date:
 Cash Received Date: 15/4/17

C-1456

Name: MS. C. Sathala Rubi

Advance Cash Approval No: VTU 16824

SI.No.	Bill No.	Bill Date	Control No.	Particulars	Supplier Name	Bill Value
1	920	22.03.17	-	Registration fee for attending an workshop in Anna University, Chennai	-	2000/-
Total						2000/-

Received
 Rs. 2000/-
 21/4/17

Amount Received : Rs. 2000
 Advance Amount Spend : Rs. 2000
 Balance Amount : NIL

do Date

30/4/17

Signature
 19/04/17

Authorised Signatory

Prof. A. Abudahir
 Dean Freshman Engineering
 Vellore Institute of Technology