

From

ARUN NEMA

Assistant professor *ATS 2350*

Department of Aeronautical Engineering

Vel Tech University

Chennai, *M-8695157215*

To

The Director academics

Vel Tech University

Chennai

Respected sir,

Reg: Approval for Special leave and financial Aid for the short term training program conducted by IIT-INDORE, Indore

Recd on 10/01/17
I would like to bring to your kind notice that I want to attend the short term training program on "**Micro & Miniature Technologies for Energy and Thermal Systems**" at IIT-INDORE, on January, 09 to 13, 2017. I have attached the proof fee structure and also course detail. And I hope that it will give me an enhanced research opportunity in the field of fluid mechanics in a better way. Hence I request you to do the needful.

S.NO.	PURPOSE	COST
1	Registration Fes	4000 Rs
2	Travel Allowance	~~2000Rs~~ <i>1500</i>
3.	Accommodation	1250 Rs

Thanking you

Yours truly

Arun Nema

03/01/2017
Arun Nema

SL-12
4/
Dr. r. kindly do the needful.
3/1/17
(HOD/Aero)
Arun Nema
Prof. Dr. tech. Koteswari
Director Academics
Vel Tech University
Chennai, 600 089

Short term training programme



ADVANCE CASH BILL SETTLEMENT REGISTER

Sl.No. 39362

C-1376

Name: MR. Arun Nema

Settlement Date:

Advance Cash Approval No.: VTU 15844

Cash Received Date: 18/1/17

Sl.No.	Bill No.	Bill Date	Control No.	Particulars	Supplier Name	Bill Value
1.	BR00422	13/01/17		Registration fee towards GIAN Course of Dr. Dhinakaran, Advances & opportunities in Passive Micro at ~~Dr. Dhinakaran~~ floor Energy & Thermal.	Dr. Dhinakaran, IIT-Indore	2500
2.	498	12/01/2017		Hotel Accommodation fees at IIT Indore.	IIT Indore	1000
3.	203	13/01/2017		mess charges fees at IIT Indore.	Bhopal Caterers, at IIT Indore	360
4.		15/01/2017		TRAIN TRAVEL ALLOWANCE	Indian Railway [IRCTC]	1694
5.		13/01/2017		Transportation charges (Auto + Cabs).	By Cash	450
Total						6004

Received 18/01/17

Signature

6750

Amount Received

Advance Amount Spent: Rs. 6004.

Balance Amount : Rs. 746

DATE OF PAYMENT: 3/0/17
EXP. DATE OF CLOSING: 3/0/17



Authorised Signatory