

Reg. for Internally - 2000
Accommodation - 2000
10,000/-
C-1414
20/2/17
(S. J. Ramakrishnan)

From

D. Rajamani (JRF012),
Junior Research Fellow,
Veltech Dr. RR & Dr. SR University,
Avadi, Chennai-62

To

The Director R&D,
Veltech Dr. RR & Dr. SR University,
Avadi, Chennai-62

Respected Madam,

One of our research paper accepted in the International Conference on Emerging Trends in Materials and Manufacturing Engineering to be held at NIT, Trichy. The registration fee is Rs 6,000/- and also planning to attend the conference at Trichy that approximately costs Rs. 4,000/- including travel and accommodation.

Hence, from the DRDO-ARMREB (Ref: ARMREB/MAA/2015/167) project under consumables, please provide Rs 10,000/- as advance cash.

Kindly also provide On-duty during 10th and 11th March, 2017 to present a paper and also attend the key note talk.

The acceptance emails and also conference registration amount details are attached for your reference.

Thank you

Sincerely,

D. Rajamani
20/02/2017

PG-16
SI, 84

G62.38.3

VEL TECH-DRDO-ARMREB 1

Sir/madam,

Please approve advance cash
of Rs. 10,000/- from DRDO ARMREB 1

Forwarded
B. Ram
20/2/2017

20/2/17
S. J. Ramakrishnan

Bal. available in consumables } 47,276/-
as on 21/2/17

Sl.No.

Date 25/2/17

AUTHORISATION TO ACCOUNTS
(For Non-PO Items)

DRD/2017/132

From Dept/Division:- DRD.

Letter Ref.No.

Nature of Expenses G.Code:- 62-38.3

Amount Required Rs. 10,000

Description:- DRD Ammch. 1 - 104.

(in words) Ten thousand

Registration fee, travel, accommodation

Date of Event/Activities:-

Transfer to A/c No.

Expected Date of Bill Closes:-

Faculty/Staff Responsible:- D. Rajamani

Authorised by

(Sign with Seal)

[Signature]

[Signature]



ADVANCE CASH BILL SETTLEMENT REGISTER

SI.No. 38033

Settlement Date:

Name: D. Rajamani

I WILL SETTLE THIS ADVANCE AMOUNT OF RS. WITHIN THREE WORKING DAYS OF LAST DATE OF ACTIVITY. FAILING WHICH 20% OF MY SALARY WILL BE DEDUCTED EVERY MONTH TILL SETTLEMENT

Advance Cash Approval No.: 1261

Cash Received Date: 1/3/17

Sl.No.	Bill No.	Bill Date	Control No.	Particulars	Supplier Name	Bill Value
1	3	10.03.17		Registration	NIT Trichy	6000
2	24074942	10.03.17		Bus (Vellore - Trichy)	Red bus	600
3	HTLJUSTYDR	10.03.17		Hotel Rent.	Goibibo	2091
4	USD-TR48	11.03.17		Bus (Trichy - Chennai)	Red bus	799
5	31261	27.03.17		Food & Auto	-	510
Documents received. B. Sankar 28/03/17				G162-38-3 Pg. 16 Sl. 84		
				MLC		
Total						10,000

Signature

[Signature]

Amount Received

10,000

DATE OF PAYMENT:
EXP. DATE OF CLOSING:

Advance Amount Spent: Rs. 10,000

Balance Amount : Rs. _____

Authorised Signatory

[Signature]