

## **Permission for Organizing Seminar / Workshops**

(Office Copy)

Name of the Department:

Topic on which Seminar will be organized:

Date of the Seminar:

Venue of the Seminar (Room No./Seminar Room):

No. of Attendance (approx.):

Name of the Speakers	Designation	Institute

Proposed Budget:

Head	Proposed Expenditure

Whether you need proposed amount as an advance (in case of advance Utilization with all original bills should be submitted): Yes / No.

Signature of HOD

Signature of the Convener

\_\_\_\_\_  
(For Office Use Only)

Permission Given: Yes / No

Bursar

Please release the amount for organizing the event.

Signature of the Principal

A/C (Day/Morning): Please pay ` \_\_\_\_\_ to \_\_\_\_\_ for organizing the event

Signature of Bursar

## **Permission for Organizing Seminar / Workshops**

(Department's Copy to be submitted with Utilization)

Name of the Department:

Topic on which Seminar will be organized:

Date of the Seminar:

Venue of the Seminar (Room No./Seminar Room):

No. of Attendance (approx.):

Actual Expenditure:

Head	Expenditure
Total	

Actual Total Expenditure	
Amount Received	
Due (If Any	

Please reimburse the due amount\_\_\_\_\_.

Signature of HOD

Signature of the Convener

N.B: Attach all the supporting documents.