

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

