

E-format for Permission and Expenditure of Various Society Events

Name of the Society/Centre -

Name of the Advisor -

Title of the Event -

Nature of the Event -

(Talk, Seminar, Discussion, Debate, Quiz etc.) -

Name/s of the Speaker/s -

Date -

Time -

Venue -

Estimated size of the gathering -

Proposed Expenditure Item-wise -

Item	Amount	Remarks
Honorarium including conveyance	Rs.2000/- per speaker	
Refreshment		
Printing & Stationery		
Others		
Total		

Note: If advance required, please specify amount: Rs. _____

Signature of the Advisor

Date:

Remarks by the Sanctioning Authority