

### **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 -

| <b>Item</b>                     | <b>Amount</b>         | <b>Remarks</b> |
|---------------------------------|-----------------------|----------------|
| 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