Submitted to the Director:

 Sub: Settlement of bills in connection with the AIISG UG & PG Entrance Exams.2019-reg.

 Ref: (1)SH/ACA/EE.2019/2019-20 dtd 08.04.19(2)SH/ACA/EE.2019/2019-20 dtd 22.04.19;

 (3) SH/ACA/EE.2/2019-20 dtd 03.05.19

Respected Madam,

 With reference to the above, the details of expenses incurred in connection with the our UG & PG Entrance Exams, 2019 held at Calicut Centre are given below with the certified bills for your kind perusal and approval.

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| S.N. | Category of expense | Firm Name  | Bill No. & Date | Amount(Rs) | Remarks |
| 1 | Envelopes (small) | K.B. Communications, Mysuru | No. 4270 dtd 15.05.19 | 50.00 | To enclose remuneration for KV staff |
| **16th May 2019** |
| 2 | Morning tea | Hotel Gateway, Gundalpet | No. 21 dtd 16.05.19 | 175.00 |  |
| 3 | Lunch | 1)Hotel Mint Flower,2) Mathai’s Bakery, &3) Uduppi Veg. hotel,  S. Bathery | No. MR 7775 dtd 16.05.19 No. MD 9292 dtd 16.05.19No. 126 dtd 16.05.19 | 1993  5080 | Veg & non.veg. hotels  |
| 4 | Dinner | Dakshin-the-Veg, Calicut | No. 2938 dtd 16.05.19 | 2079 |  |
| 5 | Transport charge  | Ola taxi  | CRN3075632756CRN3075034367CRN3075637988CRN3074997281 | 406/- | From lodge to restaurant & return for 10 persons |
| **17th May 2019** |
| 6 | Local transport charge for 17th May | Zoom Car | Id JPS6B3838  | 1790/-  | Rental car without driver. Paid online from s/b account |
| 7 | Tea & snacks @ 11 am | M.C. Sons Bakery, East hill (Near Kendriya Vidyalaya, Calicut) | No. 194 dtd 17.05.19 | 450/-  | Includes supporting staff at the school  |
| 8 | Lunch | 1)Hotel Paragon, Calicut2) Dakshin-the-Veg | No. D10371 dtd 17.05.19No. 979 dtd 17.05.19 | 1995/-478/- | Took in the evening after making arrangements at the school |
| 9 | First-aid kit | Cee Pee Medicals, Calicut | No.19599 dtd 17.05.19  | 130/- | Handed over to Aca. Section on 19th May  |
| 10 | Mineral Water | EPK Fruit Centre | No. Nil dtd 17.05.19 | 250/- | (25 no. of 500 ml @ Rs.10) for the Invigilators  |
| 11 | Dinner | 1. Hotel Ruchi Bhavan
2. Dakshin-the-Veg
3. Salkara Restaurant
 | No. 018247 dtd 17.05.19No. 31959 & 31962 dtd 17.05.19No. B6460 dtd 17.05.19 | Rs.272/-Rs.52/-Rs. 31/-Rs.894/- |  |
| **18th May 2019** |
| 12 | Tea & snacks @ 11 am | M.C. Sons Bakery, East hill (Near Kendriya Vidyalaya, Calicut) | No.206 dtd 18.05.19 | 2500/- | For staff on duty at K.V. Calicut & AIISH team |
| 13 | Lunch  | 50 nos. | @Rs.150 | 7500/- +375/-(GST) | For staff on duty at K.V. Calicut & AIISH team |
| 14 | Dinner | 1. Top form restaurant
2. Dakshin-the-veg
 | No. 214396 dtd 18.05.19No. 3076 dtd 18.05.19 | 832/-1250/- |  |
| 15 | Local transport  | RR Holidays, Calicut | No.5 dtd 18.05.19 | 4250/- | One day/80 km package |
| 16 | Accommodation  | Hotel East Avenue, Calicut | FO/267 | 37,440/- | 5 rooms @Rs. 2450/- + 12% GST for 2 days & @ Rs. 1785/-+ GST @ for extra 7 hours |
| 17 | Remuneration for the host institution staff  | 1. DCS = 2 nos.
2. Invigilators = 28 nos.
3. MTS= 9 nos.
 | @Rs. 5,000/-@Rs. 1200/-@Rs.900/- | 51700/- | Three invigilators were in reserve. Of the 9 MTS, 3 were security guards (2 posted at the main gate and 1 at the building entrance on 18th May). 2 were employed for cleaning & other help on 17th and 4 on 18th May |
| Total amount withdrawn as supplier’s advance | Rs,1,40,000/- |
| Unspent Amount (Paid at the Institute Cash Counter vide receipt no. 524118 dtd 23.05.19 | Rs. 21,178/- |

Dr. Shijith Kumar C

Deputy Chief Superintendent, AIISH UG & PG Entrance Exams, 2019, Calicut Centre