Submitted to the Director. 23.05.16

Sub: Permission to draw travel advance-reg.

Ref: O.M. No. SH/E.(1197)/ 2016-17 dated 09.05.16

Respected Madam,

With reference to the above, I have been permitted to attend the Workshop on Building Institutional Repository, organized by the National Institute of Technology, Rourkela at Rourkela on 6-10 June, 2016.

In this regard, this is to kindly request you to allot permissible amount in advance to cover the travelling expenses. The details of the itinerary are given below and the copies of the tickets booked are enclosed herewith for your kind perusal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Date** | **From Station** | **To Station** | **Mode of travel** | **Expenses (Rs)** |
| 1 | 03.06.16 | Mysore | Chennai | Train: 2 A/c | 1140.00 |
| 2 | 04.06.16 | Chennai | Rourkela | Train: 3 A/c | 1640.00 |
| 3 | 10.06.16 | Rourkela | Bhubaneswar | Train: 2 A/c | 1055.00 |
| 4 | 11.06.16 | Bhubaneswar | Bangalore | Flight | 5996.00 |
| 5 | 11.06.16 | Bangalore | Mysore | Bus | 225.00 |
| **Total** | | | | | **10056.00** |

Yours faithfully,

Dr.Shijith Kumar C

Library and Information Officer

Approved/ Not Approved

Director