Vidyalankar Institute of Technology

\_ \_ \_[Committee namein bold]\_ \_ \_

Date: 00/00/2025

The \_ [Committee name] \_ Committee wishes to organize following event on \_ [date] \_ from \_ [start time] \_ to \_ [end time] \_ .

Name of the event: \_ \_ \_

Brief about the event/activity with outcomes:

\_ [Write in about 25-30 words] \_

Proposed Income/Expenditure statement for the same is as below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Income |  |  | Expenditure |  | Proposed  mode of payment |
|  |  |  |  |  |  |
| **Institute budget** | **Nil** |  | **Expert# remuneration** | **Nil** |  |
|  |  |  |  | - |  |
|  |  |  |  | - |  |
| **Total** | **Nil** |  | **Total** | **Nil** |  |

#give details if available. Give other relevant details as you feel appropriate. Add/edit heads in Income/Expenditure as necessary.

Mode of payment – HDFC-NEFT/HDFC-Cheque/Cash/Monthly Vendor payment

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Head |  | Amount available in budget  head | Rs.NIL |
| \_ [Name] \_  Event Co-ordinator | | Endorsement by A/c officer | |

HoD CAO COO Principal

Submitted to the Director, VDT for sanction