From: \_\_\_ / \_\_\_\_\_ / 2014

N. C. BASTRAY

HEAD MASTER

KV No. 2, Srivijayanagar,

Visakhapatnam-7

To:

THE PRINCIPAL

KV No. 2, Srivijayanagar,

Visakhapatnam-7

Sub: Settlement of TLM expenditure for the month of February **2014** – Reg.

Sir,

With reference to the subject cited above, I am herewith submitting the original bills of expenditure incurred on purchase of TLM for the month of February 2014.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Bill No./**  **Date** | **Items purchased** | **Cost** | **S.No.** |  | **Bill No./**  **Date** | **Items purchased** | **Cost** |
| **1** |  |  |  | **14** |  | |  |  |
| **2** |  |  |  | **15** |  | |  |  |
| **3** |  |  |  | **16** |  | |  |  |
| **4** |  |  |  | **17** |  | |  |  |
| **5** |  |  |  | **18** |  | |  |  |
| **6** |  |  |  | **19** |  | |  |  |
| **7** |  |  |  | **20** |  | |  |  |
| **8** |  |  |  | **21** |  | |  |  |
| **9** |  |  |  | **22** |  | |  |  |
| **10** |  |  |  | **23** |  | |  |  |
| **11** |  |  |  | **24** |  | |  |  |
| **12** |  |  |  | **25** |  | |  |  |
| **13** |  |  |  |  | **Total** | |  |  |

Advance amount taken = Rs.\_\_\_\_\_\_\_\_\_\_\_

Expenditure = Rs. \_\_\_\_\_\_\_\_\_\_

Refund Amount = Rs. \_\_\_\_\_\_\_\_\_\_

Thanking you,

Yours faithfully,

Encl: Original bills

N. C. BASTRAY

HEAD MASTER

KV No. 2, Srivijayanagar

Dt. \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

From:

N.C. Bastray

Head Master

Kendriya Vidyalaya No.2,

Srivijayanagar,

Visakhapatnam-7

To

THE PRINCIPAL

Kendriya Vidyalaya No.2,

Srivijayanagar,

Visakhapatnam-7

Sub: Request for grant of TLM advance of **Rs.5000/-**for the

Month of **July** **2014**-Reg.

Sir,

With reference to the subject cited above, I request your good self to kindly sanction an advance amount of Rs.5000/-( Rupees Five Thousand Only) towards purchase of Teaching-Learning Material (TLM) for the month of July 2014.

Thanking You,

Yours faithfully,

N.C. Bastray

Head Master

KV No.2,Srivijayanagar,

Visakhapatnam-7