To **Date: 30.03.17**

**The Principal,**

Sylhet Women’s Medical College,

Sylhet.

**Subject: Prayer for the approval of deficit of budget for study tour of SWMC 10th batch.**

Sir,

With due respect this is to inform you that students of SWMC 10th batch of MBBS course have performed successfully study tour. For the program 200,000 Taka were given from college fund. The total expenditure exceeds by 7,500 Taka. A detailed breakup of the expenditure is attached herewith for you kind consideration and approval.

Thanking you Sir.

**Prof. Dr. Fazlur Rahim Kaiser**

Head

Department of Community Medicine

Sylhet Women’s Medical College