

Date:

To,
The Principal
K.K.Wagh IEER,
Nashik

Subject: Pre-sanction of remuneration for expert lecture

Respected Sir,

Department of Enter Department Name is organizing an expert talk
on Enter Topic Name by Enter Expert Name

Details of remuneration of expert:

Day/Date	
Target group	
TA	
Honorarium	
Total Remuneration	

Bank account Details of expert: Enter Bank Account

Name of account holder: Enter Account Holder

Name of Bank: Enter Bank Name

Account No. : Enter Account Number

MICRCode: Enter MICRCode

IFSCCode: Enter IFSCCode

You are kindly requested to sanction the amount.

H.O.D.
Enter Department Name