**REIMBURSEMENT FOR MEMBERSHIP OF PROFESSIONAL BODIES (OFFICE NOTING)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Applicant | | **{name}** | | **CHECKED** | **VERIFIED** |
| Designation and Dept. | | **{designation}, {department}** | | {approver\_1} | {approver\_2} |
| Department/Faculty | | **{institute}, {faculty}** | | {approver\_1} | {approver\_2} |
| Type of Membership | | **{type\_of\_membership}** | | {approver\_1} | {approver\_2} |
| Professional Body | | **{name\_of\_professional\_body}** | | {approver\_1} | {approver\_2} |
| Locale of Professional Body | | **{locale}** | | {approver\_1} | {approver\_2} |
| Membership Number | | **{membership\_number}** | | {approver\_1} | {approver\_2} |
| Amount Paid | | **{amount\_paid}** | | {approver\_1} | {approver\_2} |
| Payment Date | | **{payment\_date}** | | {approver\_1} | {approver\_2} |
|  | |  | |  |  |
| **SIGNATURES** | | | |  |  |
| **RECOMMENDATION** | | | | | |
| **OBSERVATIONS/**  **REMARKS** | **DEPUTY DIRECTOR** | | **DIRECTOR** | | |
| {approver1\_comments} | | {approver2\_comments} | | |
| **RECOMMENDED AMOUNT (Rs.)** | **{approver1\_amount}** | | **{approver2\_amount}** | | |
| **SIGNATURE** |  | |  | | |
| **SANCTION** | | | | | |
| **REMARKS**  **(If any)** | **CHAIRPERSON (RDC)** | | | | |
| {approver3\_comments} | | | | |
| **SANCTIONED AMOUNT**  **(Rs.)** | {approver3\_amount} | | | | |
| **SIGNATURE** |  | | | | |