16th June 2025

From

Head of the Department

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jamal Mohamed College (Autonomous)

Tiruchirappalli – 620 020

To

The Secretary & Correspondent

Jamal Mohamed College (Autonomous)

Tiruchirappalli – 620 020

Through

The Principal

Jamal Mohamed College (Autonomous)

Tiruchirappalli – 620 020

Dear Sir,

I request you to kindly sanction a sum of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_towards the honorarium to the Resource Persons of the Faculty Development Programme jointly organized by Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Internal Quality Assurance Cell of Jamal Mohamed College, Tiruchirappalli, from 11.06.2025 to 15.06.2025. The Bank Account details are furnished below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of the Resource Person** | **Mobile No.** | **Bank Name** | **Account Number** | **IFSC Code** | **Amount**  **(Rs)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **Total** | | | | | |  |

Thanking you

Yours faithfully,

Head of the Department