



National Institute of Technology Calicut

Office of Dean (R & C)

Online Continuing Education Programme (CEP)

Consumables used for lab sessions and general arrangement

Details of the program

Title of the programme:	
Programme date in DD/MM/YYYY to DD/MM/YYYY:	
Short name of the programme:	
Engaged hours:	
Organiser's details (Name, Department, Interdisciplinary group, or any other entity):	

Details of consumables used for lab sessions

Sl. No	Description of Expenditure	Amount	Bill No. / Voucher date/ Name of service provider etc.	*Account holder Name, Account No Bank Name, PAN/GSTIN of the vendor
	Total			

* If the coordinator makes bill payment, then this column information is not required. But the cash bills/receipts shall be countersigned with paid by details and then the duly filled reimbursement form shall be submitted along with this Appendix.

