

Dated: 06/12/2018

To

The Principal
Shillong College
Shillong - 03

Voucher Submitted

Pay ₹

3000/-

Rupees

Principal
Shillong College
10/12/18

Subject:- Permission for Departmental Study Tour
(Political sc)

Respected Sir,

With reference to the subject cited above,
the students and teachers of the Department of Political
Science humbly request your permission for a
Departmental Study tour on the 13th of December
2018. With regard to this we also humbly request
you to grant sanction for the bus fare required
for this study tour.

The Department would be highly obliged
if the permission and sanction is granted.

Thanking you

Received by
A. M. M. M.
10/12/18
Yours Sincerely

VP/AA/Adt
Rs 8000/- as bus fare
may be paid

6/12/18

Accountant
Shillong College

Head Assistant
Shillong College

Vice Principal
Shillong College
Shillong - 3

Principal
Shillong College
Shillong - 3

To,
The,
Principal,
Shillong College,
Shillong.

Subject: Submission of Report and Accounts of Study Tour

Sir,

With regard to the subject cited above, I the undersigned would like to submit the report and accounts of Study tour to Mawphamlur conducted by the Department of Political Science on the 11th of December 2018 for 4th and 6th Semester Honours students. This is for your information and necessary action.

Thanking You,

Yours Faithfully,

19/12/18

Enclosed: Copy of Report and Accounts

Smt V.R. Seloman
Associate prof (Dept of Pol. Sc.)

Dated: Shillong
The 19th of December 2018

VP/1101 Acct
19/12/18

Report of Study Tour to Mawphanlur

On the 11th December 2018, the teachers of the Political Science Department along with the Honours students of 4th and 6th Semesters left for Mawphanlur a popular tourist destination in the State. Mawphanlur is located at a distance of about 71 kms from Shillong. The group comprising of teachers and students left at 9:00 am. We reached Mawphanlur at 11:40 am. The students were thrilled as they disembarked from the bus and walked towards the spot. Mawphanlur Village is situated in West Khasi Hills District which is 71 Kms from Shillong. The objective of the study tour was to get the students acquainted with the process of organising and conducting a study tour/field work and to understand the environment around.



Handwritten signature
19/12/18

Accounts

Amount of money received- Rupees 8000/- (Eight Thousand only)

Amount of money spent Rupees 8000/- (Eight Thousand only)

Shubh
19/12/18

Received a sum of Rupees 8000/- (Eight Thousand only) as bus hiring charge for trip to mawphanlur on the 11th December 2018.

R. Luma
Bus Driver

(Bus No- MI 05 E 9618)

Shukun
19/12/18