

Para
No.

be the Chief Guest for the valedictory function also on the same day and any officer may preside over the function.

(6)

The expenditure for organizing the Workshop in a reasonably effective and graceful manner will be approximately Rs. 45,000 the details of which as follows:-

(i)	Folder and Stationary for 250 participants @ Rs.40/- per participant	Rs. 10,000/-
(ii)	Printing of literature (leaflets)	Rs.10,000/- ?
(iii)	Preparation of Stickers and Banners	Rs. 5,000/-
(iv)	Lunch for 250 participants @ Rs.50/- per participants	Rs. 15,000/- 12,500/-
(v)	Tea and Snacks for 250 participants @ Rs.15/- per participant	Rs. 3,750/-
(vi)	Misc. contingent expenses	Rs. 2,250/-
	Total	Rs.46,000/-

(7)

The cover page and broad outline of the Workshop is also drawn and placed opposite at **F1** and **F2**. The proposal is submitted for administrative approval and the expenditure sanction of the Competent Authority.

[Signature]
E.S. 30/10/07

Spl. Secy. / Director (TW)

(8)

- Approved in principle.
- Pl. prepare + show me the slogans at 'A' on pg 1/v, literature proposed at 'B' on pg 2/v.
- From where is the expenditure proposed to be met?
Try + reduce the expenditure

[Signature]
31/10/07

~~E.S.~~

(K.T.O)

14/11/07
30/10/07