



PDPM

Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

Students' Gymkhana

Office Copy

S. No. _____ Date: ___/___/201__

Meeting with:

Purpose:

.....

Venue, Date & Time of Meeting:

Expected duration of meeting:

Expected Members to be present in the Meeting:

Refreshments Required for Meeting:

1

2

3

Approximate Cost: Rs.

Mode of Payment: Cash / Credit

(Signature and date)

Name: _____ Roll No.: _____

Designation: _____

Email: _____ Mob. No.: _____

Office Use

CoSA

Date of actual payment.....

Cheque no. if paid through cheque.....

Simanta Gupta



PDPM

Indian Institute of Information Technology,
Design & Manufacturing Jabalpur

Students' Gymkhana

Canteen Copy

S. No. _____ Date: ___/___/201__

Meeting with:

Purpose:

.....

Venue, Date & Time of Meeting:

Expected duration of meeting:

Expected Members to be present in the Meeting:

Refreshments Required for Meeting:

1

2

3

Approximate Cost: Rs.

Mode of Payment: Cash / Credit

(Signature and date)

Name: _____ Roll No.: _____

Designation: _____

Email: _____ Mob. No.: _____

Office Use

CoSA

Note: Bill must be submitted to Mr. Simanta Gupta (students' affairs section) by canteen staff for payment for the actual quantity and items procured, duly verified by the concerned student along with this slip.