



Indian Institute of Technology Kanpur
Office of Outreach Activities

Request for Transfer of Funds to PDA/DPA/LDA

Date:

Name & PF No of Course Coordinator :	
Course Account No :	IITK/
Transfer of funds requested to PDA /DPA /LDA No :	

SL No.	Details of Transfer	Budget Head	Amount
1.	Balance Amount. <i>(shall be transferred only after the completion of Short-Term Course (STC)/ Program).</i>		
2.	Amount for Lectures & Lab work related to STC/Program under progress. <i>(shall be transferred only after completion of the said activity).</i>		
3.	Lab uses charges related to STC/Program.		
4.	Any other item (specific permission of PIC OOA is required).		

Course Coordinator	Head of Dept.
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(For Office use only)

Dealing Assistant	Sr. Supdt (S.G.)	Professor-in-Charge, OOA
<u>DoRD Office,</u> Kindly transfer the above mentioned amount in the aforesaid LDA/PDA/DPA. Cheque No. _____ Date. _____ for an amount is (Rs). _____ has been deposited in your bank account & receipt is also attached herewith.		