



Indian Institute of Technology Kanpur

Office of Outreach Activities

Date: _____

From:

Course Coordinator : _____

Course Title: : _____

Department: : _____

To,
Professor-in-Charge, OOA
IIT Kanpur

Sub: Request for closure of Course Account

Dear Sir,

This is to inform you that the Course Account No. _____ has been successfully completed. The course was concluded on _____.

In this regard, the following points are submitted for your kind consideration:

1. The course completion report has been duly submitted to the OOA.
2. All advances, including contingency and other related advances, have been fully settled in the course account.
3. No reimbursement claims pertaining to this course are pending.
4. There are no pending bills or payments related to this course.

In view of the above, it is requested that the aforementioned course account may please be closed and the final statement of accounts be prepared accordingly.

(Signature)

Course Coordinator

For Office Use		
(Checked by)	(Verified)	(Approved)
Dealing Assistant, OOA	Sr. Superintendent, OOA	Professor-in-Charge, OOA