

**Indian Institute of Technology Jodhpur**

**Centre for Continuing Education**

**Request for Transfer of Funds to PDA/DPA/LDA**

Form No. 02

Date:

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

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

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| **Course Coordinator** | | **Head of Dept.** | |
| **(For CCE office use only)** | | | |
| **Assistant** | **Supdt.** | | **PIC, CCE** |
| **DoRD Office,**  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. | | | |