

INDEX NO. : N2-019
COUNCIL CODE NO. : 208018

falakatahighschool.jal@gmail.com
DISE CODE : 19220411501

FALAKATA HIGH SCHOOL (H.S.)

GOVT. SPONSORED

FALAKATA, DIST. ALIPURDUAR, WEST BENGAL,
INDIA, PIN -735211

Memo. :

Date: 18-12-2024



(to be given on the letterhead of school along with all relevant bills/invoices/challan)

Ref No:-

Date: 18-12-2024

To
The Head
Bureau of Indian Standards
Kolkata Branch Office-2
5th Floor NSIC Building
Plot No. 7/7, 7/8, Block- CP
Sector 5, Salt Lake City
Kolkata- 700091

Sub: Seeking reimbursement for activities undertaken for Standard Club

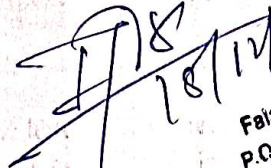
Dear Sir,

A standard club activity was organized at our school with the help of your organization on 18-12-2024 throughout the day programme. The following expenditure was incurred by our school for conducting the said program:

Sl. No.	Item	Amount(in RS)	Bill No
1	Prizes	2500	1
2	Refreshment	1200	3
3	Stationary	460	2+4
Total			

The copy of relevant receipts available with us is enclosed with the letter duly signed by the mentor of Standard Club. An amount of Rs. 4160 (Rupees Four thousand one hundred sixty only) may be reimbursed in the following account:

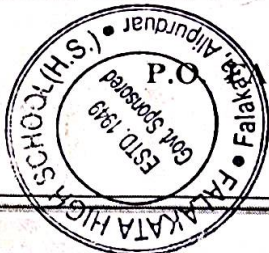
Account No.	324 248 59 237
IFSC Code	SBIN 000 1297
Bank Name	SBI
Branch Name	Falakata
Beneficiary Name	RAKESH KAR


Headmaster
Falakata High Sch. of H.S.,
P.O. Falakata, Dis. Alipourdua

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FALAKATA, DIST. ALIPURDUAR, WEST BENGAL,
INDIA, PIN - 735211

Date:

Sign of Mentor Rakesh Kar
Name RAKESH KAR
Designation Assistant Teacher

Abhinaba Barman
Sign of Student Leader :

Name : ABHINABA
BARMAN
Class & Sec: XI, A

The programme was conducted successfully/unsuccessfully & the students were benefited/not benefited from the programme.

[Signature]
18/12/14

Mem: Counter sign & stamp of HM/Principal
Headmaster

Falakata High School (H.S.)
P.O. Falakata, Dis. Alipurduar