

**Minor Expenditure Submission Form (upto max Rs. 5000)**

Date: .....

**Submission of expenditure statement for Interview/Discussions/Internal Meetings/Auditors/  
Others****Purpose of expenditure:** .....

Details of enclosures (supporting documents/bills/vouchers in original are enclosed duly signed by Co-ordinator). Details of expenditure as mentioned below:

SI No.	Bill No	Date	Vendor Name	Amount

**Total amount of expenditure (Rs.):** .....

*Certified that the sum of Rs. \_\_\_\_\_ has been spent by \_\_\_\_\_ division for the above mentioned activity.*

*\* Payable by bank transfer or cheque only. Bank account details should be provide.*

Signature of Co-Ordinator: .....

Name of Co-Ordinator: .....

Designation: .....(for NHSRC staff)

Verified By:

Approved by  
(Head of Division)

Bank account details:

1) Account name: .....

2) Account No.:

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3) Bank Name: .....

4) IFS Code: .....

5) Branch address: .....

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