

Bursar to take N/A

**Principal
Dinabandhu Andrews College**

**The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084**

Sub.: Submission of bill for payment

Ref.: _____

Sir,

I do hereby submit a bill of Rs. _____ (Rupees _____
_____ only) for your kind approval.

I do hereby request you to kindly accord your necessary permission for
payment of the bill under reference.

Thanking you

(Signature of the Employee)

Name: _____

HRMS ID: _____