**REF:** HEFA/GEN/55/2017-18 **Place**: Bangalore

**Date:** 22.12.2017

**TO**

Financial Management and Subsidiaries Wing

Canara Bank

Head Office

BENGALURU - 560002

**Dear Sir,**

**SUB**: Settlement of operational expenses of Rs. 2,55,275.57 incurred for November 2017

REF: FMSW: A & SD : HEFA: 314: 2017 dated 04.07.2017

In terms of the above letter, we are furnishing hereunder the summary of expenses incurred in the month of November- 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Beneficiary** | **Account details** | **Amount** | **Remarks** | **Date incurred** |
| Anand Kumar (73907) | SB 0362252070571 Canara Bank,  Jaipur Overseas | 35905.00 | TA Bill Sanction dated 21.10.2017(Shifting of family on Transfer) | 30-10-2017 |
| RO KARNAL | DPCD-7989 | 100000.00 | TA Bill Sanction dated 21.10.2017- Responding of BAR Being Advance drawn by the employee | 30-10-2017 |
| Anand Kumar  (73907) | SB 0362252070571 Canara Bank,  Jaipur Overseas | 31297.00 | TA Bill Sanction dated 21.10.2017-(Reporting for duty on Transfer) | 30-10-2017 |
| Govardhan U (30526) | OD 0206254016380-Canara Bank, Jayanagar Shopping Complex, Bangalore | 16000.00 | Quarters Rent for October 2017 | 04-11-2017 |
| Govardhan U (30526) | OD 0206254016380-Canara Bank, Jayanagar Shopping Complex, Bangalore | 2594.00 | Landline (Res) -080-2871462 Bill for the period October 2017 | 04-11-2017 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Govardhan U (30526) | OD 0206254016380-Canara Bank, Jayanagar Shopping Complex, Bangalore | 1033.84 | Mobile Bill (9538398067) for the period October 2017 | 04-11-2017 |
| Midhun S Noble (86124) | SB 043111042640  Canara Bank,  Nelamangala | 17000.00 | Quarters Rent for October 2017 | 07-11-2017 |
| Midhun S Noble (86124) | SB 043111042640  Canara Bank,  Nelamangala | 400.00 | Quarters cleaning charges for October 2017 | 07-11-2017 |
| Midhun S Noble (86124) | SB 043111042640  Canara Bank,  Nelamangala | 2836.00 | Conveyance for October 2017 | 07-11-2017 |
| Anand Kumar (73907) | SB 0362252070571  Canara Bank,  Jaipur Overseas | 11700.00 | Conveyance October 2017 | 07-11-2017 |
| Anand Kumar (73907) | SB 0362252070571  Canara Bank,  Jaipur Overseas | 600.00 | Quarters cleaning charges for October 2017 | 07-11-2017 |
| Anand Kumar (73907) | SB 0362252070571  Canara Bank,  Jaipur Overseas | 1639.26 | Landline bill 080-49759777 for October 2017 | 07-11-2017 |
| D.K. Srinivasa Murthy (40928 | SB 0565111033614 Canara Bank, Welfare Centre, Townhall, Bangalore | 4513.00 | Conveyance for October 2017 | 07-11-2017 |
| D.K. Srinivasa Murthy (40928 | SB 0565111033614 Canara Bank, Welfare Centre, Townhall, Bangalore | 2683.11 | Corporate Mobile connection in respect of 3 employees for October 2017 | 07-11-2017 |
| M/s. Murali | SB 174101016926  Canara Bank, Magadi road Bangalore | 350.00 | HP Printer Toner reconditioning | 07-11-2017 |

**Yours Faithfully,**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGK News Agency | Current Account 0791201006815- Canara Bank, Ulsoor Branch , Bangalore | 790.00 | Newspapers Subscription amount for office October 2017 | 07-11-2017 |
| K.M.Agencies | State Bank of India, S.C.Garden, Bangalore Current Account No- 51021161534  IIFS Code- SBIN0031626 | 310.00 | Water Refill and delivery charge for Sep`17 and Oct`17 | 07-11-2017 |
| Spectrum Corporate  Services Pvt. Ltd | Current Account- 1371201001786 Canara Bank, Hombegowdanagar branch | 15624.00 | Charges for providing Office Attender- Oct`17 | 07-11-2017 |
| **PETTY CASH** | | 10000.00 | For Miscellaneous Expenses | 07-11-2017 |
| **TOTAL** | | **2,55,275.57** |  | |

**D K SRINIVASA MURTHY GOVARDHAN U**

**SENIOR VICE PRESIDENT MANAGING DIRECTOR & CEO**