

To

The Principal

Government Degree College, Solan

Himachal Pradesh

Subject: Approval and Sanction of ₹3000 for Refreshments on Orientation Day – B.Sc. 1st Year (Non-Medical)

Respected Sir/Madam,

I respectfully submit that an Orientation Programme for the newly admitted B.Sc. 1st Year (Non-Medical) students is scheduled to be held on 25th July 2025 at 11:00 AM in Room No. 9.

In order to make the event welcoming and comfortable for the students and faculty, I request the sanction of an amount of ₹3000 (Rupees Three Thousand only) for providing light refreshments during the event.

Kindly consider this request and grant the necessary approval and financial sanction.

Thanking you.

Yours sincerely,

Dr Anil Thakur

Coordinator, Orientation Programme

Govt. Degree College, Solan