

From  
Dr. Kayeen Vadakkan  
SSRO, AIMRD  
Amala Institute of Medical Sciences, Thrissur

Date: 10/04/2025

To  
Fr. Antony Mannummel CMI  
Associate Director  
Amala Institute of Medical Sciences, Thrissur

**Subject:** Request for Remuneration to External Faculty for Guest Talk in Workshop on Grant Proposal Writing

Dear Fr. Antony Mannummel CMI,

As the Programme Coordinator of the Workshop on Grant Proposal Writing conducted by AIMRD, I kindly request the disbursement of remuneration to the external faculty member, **Dr. A. Reshma**, Assistant Professor, Department of Biotechnology, Mercy College, Palakkad, who has been invited as a guest speaker for the workshop titled "*Grant Proposal Writing*" scheduled to be held on **26th April 2025** at CCM Hall.

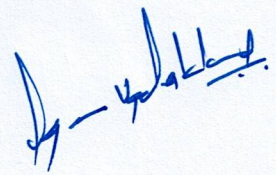
Dr. A. Reshma is expected to deliver an insightful session on "*Grant Proposal Writing*," which will contribute significantly to the success of the event. As per institutional norms, an honorarium of **₹4,000 (Rupees Four Thousand only)** may kindly be sanctioned for the same.


Kindly initiate the necessary procedures for processing the payment. .

Thank you for your attention to this matter.

Sincerely,

Dr. Kayeen Vadakkan  
SSRO, AIMRD  
Amala Institute of Medical Sciences, Thrissur



Approved by :   
Fr. Antony Mannummel CMI,  
Associate Director  
Amala Institute of Medical Sciences, Thrissur