

Date: \_\_\_\_\_

**From** (Your Name and Department)

**To:**  
The Financial Controller  
IISc

**Through**  
The Chair  
Supercomputer Education and Research Centre  
IISc

Dear Sir/Madam,

**Subject:** Credit of SERC computational usage charges

An amount of **Rs.** \_\_\_\_\_ **(Rupees**  
\_\_\_\_\_ **Only** [Amount in Words] ) may be  
credited to the SERC computational usage account (credit head CF/OTHR-  
19-0001) for the use of computational resources in SERC by my group. The  
amount may be debited from the debit head(s), \_\_\_\_\_  
\_\_\_\_\_.

Thanks with Regards,

Name and Signature