

February 14, 2014

Mr Kaushik Mukherjee  
D681, Lake Gardens  
Kolkata – 700 045  
M: 098317-53984

**2013-0-018**  
Grant Number

Dear Mr Mukherjee,

This has reference to your letter of request dated February 5, 2014 addressed to IFA.

In response to it, I am enclosing a cheque bearing number 344915 dated February 12, 2014 for Rs 2,74,000/- (Rupees Two Lakh and SeventyFour Thousand only) towards release of the first installment of your abovereferred grant.

Also enclosed is the guideline for operating grant funds and maintaining financial records for your reference. Please do get in touch with us in case you need any assistance in this regard.

Kindly acknowledge receipt of the cheque.

With best wishes,

Sincerely,



**C Suresh Kumar**  
**Deputy Manager – Management Services**  
**India Foundation for the Arts**

Encl: As above