

Date: 17.11.2017

From

A.Mutharasan

HTS918

Veltech.Dr.RR & Dr.SR University, Chennai

C - 1751

To

Director Industry Relations

Veltech Dr.RR & Dr.SR University, Chennai

Madam,

Subject: Requesting approval for TOT - Faculty Training Fees - Reg

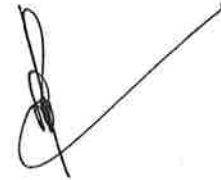
I request your approval for TOT - faculty training by ASDC for the Job Role (Service - Brake Specialist (NSQF Level 4) - fees for the following faculty nominated by Automobile Department. Training dates - 24.11.2017 to 26.11.2017(3days) @ SRM University campus.

S.No	Faculty Name	Designation	ID No	Training Charges
1	Dr.S.Jaichandar	Professor	TTS 2247	Rs.5000
2	Mr.M.Satishkumar	Assistant Professor	TTS 2344	Rs.5000
Total				Rs.10,000

Thanking You,

Payment to be made through NEFT for the below account details,

Beneficiary Name: Automotive Skills Development Council
Bank Name: Standard Chartered Bank
Bank Account NO: 52205951593
Bank Branch IFSC: SCBL0036020
Bank Branch: Khel Gaon Marg



Yours faithfully,
A. Mutharasan
(A. Mutharasan)

Enclosed:

1. Invoice from ASDC
2. Faculty Approval Letter from Automobile Department

To transfer through NEFT

Prof. Dr. P. Sarasu
Director Industry Relations
Veltech Dr.RR & Dr.SR University