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03/06/18

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Date: 25/05/2018

From,

Dr. David Sharad Bhatt
Assistant professor
Department of Aeronautical Engineering
Vel Tech Rangarajan Dr. Sakunthala R&D Institute of Science and Technology, Chennai

To,

The Director of Academics
Vel Tech Rangarajan Dr. Sakunthala R&D Institute of Science and Technology
Chennai

Sub: Request for Special leave and financial Aid to attend a workshop at VNIT, Nagpur, Maharashtra.

Dear Sir,

G84.0.2

I wish to attend a TEQUIP sponsored workshop on “Engineering Design optimization including Multidisciplinary Optimization” to be held at Department of Mechanical Engineering, “Visvesvaraya National Institute of Technology” (VNIT), Nagpur from June 4 to June 8th 2018. This will be beneficial in teaching, research and carrying out student’s projects in our institute.

Hence, I request you to kindly grant me financial aid and special leave of 5 days from June 4th to June 9th 2018 in order to attend this workshop. I have attached the proof of estimated costs and course details herewith.

Received

Thank You

8/6/18

S.NO.	PURPOSE	COST
1	Registration Fees	Nil
2	Travel Allowance	3000/-
3	Accodomation (5 days)	6000/-
	Total	9000/-

per

M. 2000/-
9/6/18

Attachments:

- 1) Brochure and proof of Accodomation fees
- 2) Acceptance letter from workshop organizer.

Yours Sincerely

Kindly do the
needful
(for / Am)

Recommended
as per norm

Prof. Dr. A. T. Rangarajan
Dean

Dr. David Bhatt

25/05/18

Dr. David Bhatt

TTS 2513

Prof. Dr. techn. Koteswara Rao Anne
Director Academics

Vel Tech
Rangarajan Dr. Sakunthala
R&D Institute of Science and Technology
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