

DME-1074
29/09/18
DA/8084
29/09/18

C-2315

28/09/2018

From

Himanshu Kumar

Assistant Professor, TTS-2548

Department of Mechanical Engineering

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

To

The Director Academic

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

Avadi, Chennai

Sir,

Sub: Requesting permission to attend One-week TEQIP-III sponsored short-term course.

MNNIT, Allahabad, is conducting one-week TEQIP-III sponsored short-term course on Advance in materials and manufacturing (AMM-2018). This will be useful for teaching materials and manufacturing courses in our campus. I am willing to attend the same.

I request you to grant permission for attending the above-mentioned short-term course and avail special duty leave from ~~10-10-2018~~ to ~~17-10-2018~~ (8 days). I request you to grant me Rupees Seven thousand two hundred only (Rs. 7200) for attending the short-term course. The details are mentioned as below.

Sl. No.	Particulars	Amount (Rs.)
1	Registration fee	1500.00
2	Travel	4000.00
3	Accommodation	NIL
4	Food	1700.00
	Grand total	7200.00

G. 24.03

PAID 7200
ML No.
CHQ.No. 636051
DTD.....

Thanking you!

forwarded
28/9/18
Prof. Dr. A. T. Ravichandran
Head of the Department
Mechanical Engineering
Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Est. u/s 3 of UGC Act, 1956)

28/9/18
Dt Recd Name Sign
TALLY ENTERED
ACADEMIC Name Sign
Dt of Filing Name Sign
Prof. Dr. techn. Koteswara Rao Anne
Director Academics

Your faithfully

28/09/2018
Himanshu Kumar

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Est. u/s 3 of UGC Act, 1956)
PAID

The Faculty has resigned & left the institution without getting formal relieving from dept.
This cheque may be cancelled