

7-12-18
DA/9003
8/12/18

C-2532



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

05-12-2018
Chennai

b. 59007
Q/n

From

D. Yogaraj (TTS 2063),
Assistant Professor, Department of Mechanical Engineering,
Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-62

To

The Vice Chancellor,
Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology,
Avadi, Chennai-62

Respected Sir,

Sub: Requesting permission and Special leave to attend a Six-Day GIAN Course to be held at NIT Rourkela during 17 Dec 2018 to 22 Dec 2108 on "Advanced Refrigeration Systems" – reg.

I am willing to attend a Six-Day GIAN course to be held at NIT Rourkela during 17 Dec 2018 to 22 Dec 2018 on "Advanced Refrigeration Systems". This program will be helpful in knowing the thermal subject in advanced way and effective in taking the subjects. And this program will also helpful in taking the Heat and Mass Transfer Lab with advanced principles. So I kindly request you to grant me permission and provide special leave for 6 days from 17 Dec 2018 to 22 Dec 2018 (Particulars of the cash amount of the program is given below).

Sl. No.	Particulars	Amount (Rs.)
1	Registration Fee	3000
2	Accommodation (600 per day)	3000
3	Travel (By Train – Class: SL- To and fro 2x700)	1400
Total		7400

received
on
11/12/18.

Thanking you,

G-24103

Yours faithfully,

D. Yogaraj.
(TTS 2063)

PAID

Encl: Broacher of the program

Recommended & forwarded thro'
Office of the Director Acad.

Prof. Dr. Techn. Koteswara Rao Anne
Director Academics

Vel Tech