

Requisition Letter

Chennai
16.12.2019

From
K. Subramani (TTS 2500),
Assistant Professor,
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.

Through proper channel

Respected Sir,

Sub: Requesting permission and Special leave to attend A Three-Days National Seminar on "**Efficiency Enhancement through Green Innovation in Manufacturing**" conducted by Mechanical Engineering at St. Joseph's College of Engineering, Chennai – reg.

I am willing to attend a Three-Days National Seminar on "**Efficiency Enhancement through Green Innovation in Manufacturing**" This Seminar is sponsored by Department of Science and Technology (DST) Science and Engineering Research Board (SERB) to be held at St. Joseph's College of Engineering, Chennai, from 18–20 December 2019. This Seminar is useful to enhance my knowledge in the innovations of green technologies in the field of manufacturing which is useful for my research work. So I kindly request you to grant me permission and special leave for 3 days (18 to 20 December 2019) along with registration fee of Rs.500/-.

The seminar brochure is attached for your kind reference.

Thanking you,

Recommended & Forwarded

[Signature]

16/12
Prof. A. K. Ravi Varman
Head of the Department
Mechanical Engineering

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

Yours sincerely,

[Signature]
16/12/19.

K. Subramani.

Prof. Dr. techn. Koteswara Rao Anna
Director Academics

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

Forward to
[Signature]
16/12/19