

FORMAT - "A"

From

Name :  
CPF No. :  
Designation :  
Division :  
Unit :

To

The Deputy General Manager/L&D,  
Learning & Development Centre,  
NLC Ltd., Neyveli – 3.

Sir,

Sub: Request for permitting any ward (Son / Daughter) for the Project  
Work (UG/PG/IST) - Reg.

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I am working as \_\_\_\_\_ (Designation) in \_\_\_\_\_  
(Division) of \_\_\_\_\_ (Unit). My Son / Daughter Mr. / Miss \_\_\_\_\_  
\_\_\_\_\_ (Name of the student) along with \_\_\_\_\_  
\_\_\_\_\_ is/are studying his /her /their final year \_\_\_\_\_ Branch) in  
\_\_\_\_\_  
(Name of the College and place) .

He / She /they is /are pursuing his / her / their VIII Semester UG \_\_\_\_\_  
Engineering Courses/ pursuing 1<sup>st</sup>/2<sup>nd</sup> year PG Courses in \_\_\_\_\_

As part of the curriculum, he /she / they has /have to undergo final year Project Work /Internship  
Training in any industry for completing his /her /their UG Course / PG Course.

I assure that he/she/they will abide by the rules and regulations of our Organization.

I also enclose the requisition letter issued by his/her/their college/Institution.

Hence, it is requested to permit him/her/them for undergoing UG/PG Project Work/Internship  
Training in NLC and do his ./ her / their Project Work / Internship Training for \_\_\_\_\_ weeks  
from \_\_\_\_\_ to \_\_\_\_\_.

Thanking you,

Yours faithfully,

Neyveli-3

( )

Dt.

- Encl: 1. College Requisition Letter in their Letter Head (Format "B")  
2. Xerox copy of Employee Medical Identity Book (1<sup>st</sup> Page and 3<sup>rd</sup> Page)  
3. Xerox copy of the student Medical identity Book (1<sup>st</sup> page).  
4. Xerox copy of the Employee ID Card.  
5. Xerox copy of the student ID Card issued by the College & Institution.

FORMAT – “B” In College Letter Head

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The Deputy General Manager/L&D,  
Learning & Development Centre,  
NLC Ltd., Neyveli – 607 803.

Sir,

Sub: Requesting Permission for our Students to undergo Project Work  
(UG/PG/IST) in your Organisation – Reg.

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The following Students of our College/Institution are undergoing final year/1<sup>st</sup> year/2<sup>nd</sup> year  
\_\_\_\_\_ Engineering/Technology in UG/PG Course and studying in our College from  
\_\_\_\_\_ to \_\_\_\_\_.

As part of curriculum, they have to undergo UG / PG final year Project Work/Internship  
Training in any industry for completing their course.

Hence, it is requested to permit our students as per the details given below to undergo  
Project Work/Internship Training in Neyveli Lignite Corporation Limited, Neyveli.

Sl. No.	Name of the Students	Year of study	Branch of Engineering/ Technology	Roll No.
1.				
2.				
3.				
4.				

We assure that they will abide by the rules and regulations of your Organisation.

Hence, kindly permit our students to undergo UG/PG Project Work/Internship Training  
In NLC Limited, Neyveli and do their Project Work/Internship Training for \_\_\_\_\_ weeks  
From \_\_\_\_\_ to \_\_\_\_\_.

Thanking you,

Yours,

Place:

Date:

DEAN/PRINCIPAL/HOD/PLACEMENT OFFICER.



FORMAT - "C"

From

Name :  
CPF No. :  
Designation :  
Division :  
Unit :

To

The Deputy General Manager/L&D,  
Learning & Development Centre,  
NLC Ltd., Neyveli -3.

Sir,

Sub: Request for permitting my relatives for the Project Work (UG/PG/IST) – Reg.

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I am working as \_\_\_\_\_ (Designation) in \_\_\_\_\_  
(Division) of \_\_\_\_\_ (Unit). My relatives Mr. / Miss \_\_\_\_\_  
\_\_\_\_\_ (Name of the student ) along with Mr./Miss. \_\_\_\_\_  
\_\_\_\_\_ is / are studying his / her / their final year \_\_\_\_\_ (Branch)  
In \_\_\_\_\_ (Name of the College and Place).

He / She / they is / are pursuing his / her / their VIII Semester UG course in \_\_\_\_\_  
Engineering / 1<sup>st</sup> / 2<sup>nd</sup> year PG Course in \_\_\_\_\_ Engineering/Technology.

As part of the curriculum, he/she/they has / have to undergo final year Project Work/Internship  
Training in any industry for completing his/her / their UG / PG Course.

I assure that he / she / they will abide by the rules and regulations of our Organisation.

I also enclose the requisition letter issued by his / her / their / College / Institution.

Hence, it is requested to permit him / her / them for undergoing UG/PG Project Work/  
Internship Training in NLC and do his / her / their Project Work / Internship Training for \_\_\_\_\_ weeks  
from \_\_\_\_\_ to \_\_\_\_\_

Thanking you ,

Yours faithfully,

Neyveli-3.

Dt. ( )

- Encl: 1. Student requisition letter (Format "D")  
2. College requisition Letter in their Letter Head (Format "B")  
3. Xerox copy of the Employee ID Card / Referee.  
4. Xerox copy of the student ID Card issued by the College & Institution.

FORMAT - "D"

From

Name :  
Year of Engineering/Technology :  
Name of Engineering College/Institution:  
Place :

To

The Deputy General Manager/L&D,  
Learning & Development Centre,  
NLC Limited, Neyveli -3.

Sir,

Sub: Request for permitting to undergo Project Work (UG/PG/IST) at Neyveli  
Lignite Corporation Lt d., - Reg.

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I am studying final/1<sup>st</sup> /2<sup>nd</sup> year \_\_\_\_\_ (UG/PG) Engineering / Technology in  
M/s \_\_\_\_\_ College of Engineering/Technology, \_\_\_\_\_  
\_\_\_\_\_ (Place).

As part of my curriculum, I have to undergo a Project Work /Internship Training for a period  
of \_\_\_\_\_ WEEKS from \_\_\_\_\_ to \_\_\_\_\_ in any Institution/Organisation.

I am also referring Shri \_\_\_\_\_  
(Name, CPF No., Designation, Division and Units), NLC Ltd., Neyveli for any communication.

I assure you sir that I will abide by the rules and regulations of NLC Ltd., Neyveli and also  
I will remit the necessary administrative charges (Fees) as directed by your Office.

Hence, I request you to kindly permit me to undergo Project Work/Internship Training  
as above at NLC Limited for a period of \_\_\_\_\_ WEEKS from \_\_\_\_\_ to \_\_\_\_\_

Thanking you,

Yours Obediently,

( )

Neyveli-  
Dt.

- Encl: 1. Employee Requisition Letter (Format "A"/Format "C").  
2. College Requisition Letter (Format "B")  
3. Xerox copy of the Employee/Referee ID Card.  
4. Xerox copy of the student ID Card issued by the College & Institution.