

MODEL APPLICATION
(To be typed in College Letter Head)
REQUISITION FOR INPLANT TRAINING

Ref.No. _____

Date: _____

To

The General Manager/L&D,
Learning and Development Centre,
NLC India Limited., Block-20, Neyveli-607 803.

Sir,

Sub: Requesting Permission for our Students to undergo Inplant Training in your
Organization – Reg.

-:oOo:-

The following Students of our College / Institution is studying IV semester
(II year) full time Diploma / III year/VI semester BE / B.Tech. in _____
Engineering / Technology and studying in our College from _____ to_____.

As a part of curriculum, he/she has to undergo Inplant Training in any Industry.
**We also assure that, he /she will abide by the rules and regulations of NLC India
Limited, Neyveli.**

Sl.no	Name of the Students	Degree / Diploma With Branch	Year / Sem completed	College Name

Hence, it is requested to permit our above students to undergo Inplant Training in
NLC India Limited, Neyveli for a period of SIX DAYS between April 2019 and July 2019.

Thanking you.

Yours,

Place :

Date :

DEAN / PRINCIPAL / HOD / PLACEMENT OFFICER.