

PROFORMA FORIN-PLANT TRAINING AND DATA COLLECTION

1	Name & Address of Institution / University / College/ Organisation	
2	Place of Field Visit (Please tick across plant name requested)	
i	Sewage Treatment Plant	
a	Kodungaiyur	
b	Koyambedu	
c	Nesapakkam	
d	Perungudi	
ii	Water Treatment Plant	
a	Chembarambakkam	
b	Kilpauk	
c	Puzhal	
d	Vadakuthu	
	Probable date of visit (Except Govt holidays , Saturday and Sunday) (Morning session 10.00 am to 1.00 pm only)	
3	Payment details	
a)	Rs.200/- per head / plant / day + GST at 18% = Rs.236/-	
b)	The payment may be made either through Demand Draft payable at Chennai in favour of " Resource Centre, CMWSSB " or Cash payments vide Current A/c No. 8439201000239 in any branches of Canara Bank	
c)	Once paid, the permission date will not be changed as per CMWSSB terms and conditions. Payment to be reached 10 days prior to the date of visit	
d)	Demand Draft No: Amount: Date: Name of the bank and Branch:	
	or	
e)	Cash amount paid challan in original with date and branch	
6	The covering letter from Principal / HOD addressed to The Deputy Director(TC), CMWSSB, No.56, Raji Street, Ayanavaram, Chennai-23. Phone No.044-26442611.	
7	Enclosures	
(i)	The original paid receipt / Demand Draft	
(ii)	Bonafide certificate from the College	

SIGNATURE WITH SEAL
Principal / Head of the Department