



HE/PERS/PROJ/14-15/(660203)

August 19, 2014

Dr. Rajesh Buktar
Head of Dept (Mechanical Engg)
Sardar Patel College of Engineering
Andheri (West),
Mumbai - 400 058.

Dear Sir,

Sub : Project Training

This is to inform you that the Mr. Gangaprasad S Shirale who is pursuing M E (Machine Design) at your Institute has been allowed to carry out project training in our organization as a part of his course curriculum.

The training will commence from 25/08/2014 and will continue till 25/02/2015 at our Powai Unit **(One/two days in the week)**.

During the training period he will not be entitled to receive any travelling expenses. The working hours will be as per the working hours of the department in which he is placed.

Please note that he has to make his own arrangements for commuting from his residence to his place of work and back. However, he can avail of the subsidized lunch in the Canteen (LR-II) presently provided by the Company.

Kindly note that he shall be solely responsible for his safety and conduct during the training period. He shall strictly follow L&T's Dress Code Policy. Strict action will be taken in case of any act of misbehaviour.

He should report for training to our HR and Personnel Department, Gate No.1, Powai Campus at 9.00 am along with a letter from your Institute stating that he is a bonafide students of the Institute. Please ask the student to sign and return the duplicate copy of this letter in token of his acceptance of the above along with one copy of his passport size photograph.

Thanking you,

Yours faithfully,
for **LARSEN & TOUBRO LIMITED**

Neetu Kumar
(Manager – HR)