

PROFORMA FOR FIELD VISIT

- 1) Name & Address of Institution/University/College/
Organisation.
- 2) Place of Field Visit requested
 - i) Sewage Treatment Plant(max.25 nos per batch)
 - (a) Kodungaiyur
 - (b) Koyambedu
 - (c) Nesapakkam
 - (d) Perungudi
 - ii) Water Treatment Plant(max.25 nos per batch)
 - (a) Chembarambakkam
 - (b) Kilpauk
 - (c) Puzhal
 - (d) Vada kuthu
 - iii) Desalination Plant
 - a) Nemmeli (Forenoon only/ max 25 nos in batch)
- 3) Probable date of visit with contact person mobile no
(Except Govt holidays, Saturday and Sunday)
(Morning session 10.00am to 1.00pm only)
- 4) Payment details
 - i) Rs.118/- per head / plant / day(including 18% GST) (subject to the minimum of Rs.2950/- (including 18% GST)per batch per plant)
 - ii) 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**
 - a) Demand Draft No, amount, date, name of the bank and branch
(or)
 - b) Cash paid amount challan in original with date and branch :
 - c) Once paid, the permission date will not be changed as per CMWSSB terms and conditions.
- 5) Payment to be reached 10 days prior to the date of visit
- 6) The Covering letter from Principal / HOD, addressed to **The Deputy Director,(TC) No.56 Raji st. Ayanavaram, Chennai -23. Phone no.044 - 26442611**
- 7) Enclosures
 - i) The original paid receipt / Demand Draft
 - ii) Name list of

SIGNATURE WITH SEAL
Principal/Head of Department