

PROFORMA FOR FIELD VISIT

1	Name & Address of Institution / University / College/ Organisation	
2	Place of Field Visit (Please tick across plant name requested)	
i	Sewage Treatment Plant (Forenoon only / max.25 Nos. per batch)	
a	Kodungaiyur	
b	Koyambedu	
c	Nesapakkam	
d	Perungudi	
ii	Water Treatment Plant (Forenoon only / max.25 Nos. per batch)	
a	Chembarambakkam	
b	Kilpauk	
c	Puzhal	
d	Vadakuthu	
iii	Desalination Plant (Forenoon only / max.25 Nos. per batch)	
a	Nemmeli	
3	Probable date of visit (Except Govt holidays , Saturday and Sunday)	
4	Contact person with mobile no	
5	Payment details	
a)	Rs.50/- per head / plant / day (Morning session 10.00 am to 1.00 pm only) (Subject to the minimum of Rs.1250/- per batch per plant)	
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)	Students Name List with Faculty	

SIGNATURE WITH SEAL
Principal / Head of the Department