

Dr. \_\_\_\_\_(P.I / Co.P.I /Coordinator)

Date :

IIITDM Kancheepuram

To

The Director  
IIITDM Kancheepuram

**ISSUANCE OF AN ENDORSEMENT LETTER FOR SPONSORED /INDUSTRY PROJECTS/WORKSHOP**

Sir

1. I may be issued with Endorsement Letter for applying for the Sponsored Project / Consultancy Project / Workshop, for which the details are given below:

- a) The P.I / Coordinator of the Project / Workshop / Consultancy Project is \_\_\_\_\_
- b) The Co-P.I / Coordinator of the Project / Workshop / Consultancy Project is \_\_\_\_\_
- c) The total budget of the Project / Workshop / Consultancy Project is \_\_\_\_\_
- d) The duration of the Project / Workshop / Consultancy Project is \_\_\_\_\_
- e) The title of the Project / Workshop / Consultancy Project is \_\_\_\_\_

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- f) Name of the funding agency with scheme is \_\_\_\_\_
  - g) The Deadline for submission is on \_\_\_\_\_ (3 working days prior to deadline)
  - h) Date of Joining / Date of Birth \_\_\_\_\_ (As per requirement of Endorsement)

2. I herewith attach the Hard copy of Proposal and the Endorsement Letter for reference. The soft copy of the endorsement letter in word format is sent to Dean(SR) & SRIC email id.

Thanking You,

Yours Sincerely

Note : Strike out whichever is not applicable

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**FOR OFFICE USE AT SRICCE**

**Overhead % -**

**HRA –**

**GST % (In case of Private Projects)-**

**Left out years for superannuation –  
(If applicable)**

Signature of Dealing Assistant

Dean(SR)