



**INDIAN INSTITUTE OF PETROLEUM & ENERGY**  
**भारतीय पेट्रोलियम और ऊर्जा संस्थान**

**APPLICATION FOR GRANT OF PERMISSION TO ATTEND SEMINAR/  
CONFERENCE/ WORKSHOP/ EXAMINATION/SPOT VALUATION**

<b>From</b> Name : Designation : Department :	<b>To</b> The Director IIPE-Visakhapatnam
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**THROUGH PROPER CHANNEL**

Sir,

Kindly grant me permission to attend the Seminar / Conference / Workshop / Examination / Spot Valuation related, to be held at/in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

During my absence my class work will be taken-up as detailed below:

Sl	Year & Branch	Period		Name of the faculty who take-up the duties	Signature
		From	To		

1. If presenting the paper / attending the exams work, specify the date:

2. Whether Copy of Invitation / Order enclosed

**Yes / No**

I will submit the Certificate of attendance and copy of brief report on the event on my return from OD.

**Signature of Faculty**

**Not / Recommended**

**Signature of HoD/DIC**

**O.D. Balance:**

**Date:**

**DoFA**

**Director**