



SAGAR INSTITUTE OF RESEARCH, TECHNOLOGY & SCIENCE, BHOPAL

Bhopal, dated.....

The Chairman,
SIRTS, Bhopal

Subject: Permission for acting as External Examiner

Respected Sir,

I, the undersigned, request you to kindly accord permission to act as an External Examiner on following date(s). The relevant information is furnished below:

1. Name of the Institution.....
2. Subject..... Branch.....
3. Date(s)..... Time.....

It is requested that on duty leave may be sanctioned to me on the above mentioned date. I assure you that I will submit the feedback report of the Institute including Laboratory facilities in the prescribed proforma on the next date of the examination.

Thanking you,

Yours faithfully

Signature & Name

Forwarded / not forwarded

Recommended / not recommended

Permitted / not permitted

HoD (.....)

Director

Chairman / ED / Group OSD



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