

## V.O.CHIDAMBARANAR PORT TRUST

GRAMS: PORT TRUST  
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CERTIFIED UNDER  
ISO 9001:2008,  
ISO 14001: 2004  
ISPS COMPLIANT PORT  
General Administration DEPARTMENT

No. S-19/1/2011-CDN.  
To  
The Principal

Dated :

**Sub:** Permission to undertake Internship training in V.O.C Port Trust – reg.  
**Ref:** .

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Sir,

With reference to your letter cited requesting permission to your student \_\_\_\_\_, for undertaking Internship training on the topic of \_\_\_\_\_ in V.O.Chidambaranar Port Trust, for the period of \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_, it is informed that the Port has agreed to allow him/her to do the said assignment in this Port, subject to the following conditions:

- 1) He/She should remit an amount of Rs.-----/- (Rupees ----- only) to the FA&CAO's Office and produce the receipt to this department.
- 2) No financial assistance and residential accommodation will be provided.
- 3) Port will provide only the required data. An undertaking should be given by him /her to the effect that the visit and collection of data are purely for academic and research purpose only and the same will not be used for any other purpose.
- 4) He/She should take the guidance of the officer nominated for the purpose.
- 5) Attendance will be maintained in the section and the trainee should sign the attendance during Morning session with “in time” & Evening session with “out time”.
- 6) A copy of the final report should be submitted to the Port for reference and record and the internship training certificate will be issued within one week after submission of final report.
- 7) The Port is not liable to pay compensation for any injury caused to him during the Internship training.
- 8) He/She is not entitled for any claim/any right for appointment /placement in the Port after the successful completion of study.
- 9) He/She may be directed to report to the undersigned for further instructions, if he/she is agreeable to abide by the conditions.

Thanking you,

Yours faithfully,

HOD

Copy to:-  
Trainee