**Prescribe Format of Recommendation Letter for the Principal of College / Head of Department of University**

**(ON INSTITUTION LETTER HEAD)**

To,

 The In-charge, HRD Division

 CSIR-NEIST, Jorhat

 Jorhat 785006, Assam

 Sub: Request for training / Project work at CSIR-NEIST, Jorhat

Sir,

This is for your kind information that Mr/Ms …………………………………………………………………………………......................

(Roll / Registration No……………………………………………………………………………………………………..)is a bonafide student of ………………………………………………………………………………..(Name and Address of the Institute / College) affiliated to……………………………………………………………………………………………….(Name of the University) is a student of ………………………………Year / Semester in the Department of …………………………………………… at this Institute / college. He / She wishes to undertake training / Project work in your Institute during the period from……………………….to………………………………..

Mr. / Ms………………………………………………………………………………..bears good moral character and conduct. This is also to certify that the Training / Project Work is part of his / her Under Graduate / Post Graduate course curriculum. It is our responsibility to protect the confidentiality of the data presented in the training / Project report. The student will be adequately informed to strictly follow the discipline of your institute. Due credit will be given to the supervisor from CSIR-NEIST for the guidance provided.

 Thanking you

 Yours Sincerely

 (Signature)

 (Name in full & Date)

 Designation with official stamp