



Recommendation letter format to be accompanied with the CV on **LETTER HEAD OF SPONSORING INSTITUTE WITH ALL CONTACT DETAILS**

To

Date:.....

The Director,
CSIR-Central Salt & Marine Chemicals Research Institute
G.B. Marg, BHAVNAGAR -364002
Gujarat State, India

Kind Attn: The Divisional Chair, Planning/HRD/ISTAD Division (parmita@csmcri.res.in)

Sub: Summer Training/Dissertation/Internship request

Sir,

As partial fulfilment of the graduation / post-graduation courses of this University / College / Institution, all students need to undertake Summer Training / Dissertation / Internship project work at a host institution for a period ofmonths

Mr / Ms is a student of (Course name) Semester wishes to undertake the *Summer Training/Dissertation work /Internship* at your esteemed institution from..... to and will pay a total of Rs..... (Rupees) for months (@ Rs. 2500.00 per month + GST as per applicable rates (Currently the approved GST is 18%).*Fee once paid will be not returned*).

The student will manage his/her boarding, lodging and transportation for the entire duration of his/her dissertation / project work / internship at CSIR-CSMCRI.

I certify that the Summer Training/Dissertation/Internship that is undertaken in CSIR-CSMCRI, Bhavnagar is part of his/her curriculum. I also certify that the Scientist of CSIR-CSMCRI will be the Guide/Co-guide for the same and is the authority for approval of the report/thesis generated after the dissertation / project work / internship.

It is our responsibility to protect the confidentiality of the data generated during the course of this Summer Training / Dissertation work / Internship project and shall not be published without the written consent of the Competent Authority of CSIR-CSMCRI, Bhavnagar. The student has been adequately informed to strictly follow the safety procedures and discipline of your organization. We also certify that the student will not indulge in any of the un-lawful acts and will take entire responsibility by himself / herself for any type of accidents occur during the stay of his / her tenure in your organization. The student will pay the fee towards the Summer Training / Dissertation / Internship project work as defined by the Institute.

Thanking you

Yours sincerely

(Signature)

Name and address of the signing authority.