



NATIONAL ENGINEERING COLLEGE, K.R.NAGAR, KOVILPATTI – 628503

(An Autonomous Institution, Affiliated to Anna University, Chennai)

NATIONAL CADET CORPS (NCC)

2/9, 9(TN) SIG. COY. NCC & 5-3(TN) Girls BN NCC



Date: _____

To

The Associate Warden

..... Hostel

K.R.Nagar

Sir,

Sub: NCC Activities - Request - Permission - Reg.

The following cadets of our hostel have been deputed for the NCC activity _____ on _____ or from _____ to _____. In this regard, it is kindly requested to grant permission for the listed cadets to move from our hostel on _____ at _____ AM/PM for the mentioned period. The official permission letter will be submitted by our Company Commander to the Associate Warden by email. Kindly extend your cooperation and do the needful.

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Coy Commander/Caretaker

Associate Warden