Submitted to the Director. 27.09.16

Sub: Recommendation for personal loan-reg.

Ref: MYS:ADV:2016-17 dated 23.09.16 of Bank of Baroda

Respected Madam,

With reference to the above, I would like to avail a personal loan of Rs. 3 lakhs from the Bank of Baroda. In this regard I may kindly be issued a recommendation letter.

With regards,

Yours faithfully,

Dr.Shijith Kumar C

Library and Information Officer

Approved/ Not Approved

Director

Submitted to the Director. 12.05.16

Sub: Permission to travel by a different route and by private airlines-reg.

Ref: O.M. No. SH/E.(1197)/ 2016-17 dated 09.05.16

Respected Madam,

With reference to the above, I have been permitted to attend the Workshop on Building Institutional Repository, organized by the National Institute of Technology, Rourkela at Rourkela on 6-10 June, 2016.

I have booked my onward journey by train as air travel facility to Rourkela is limited. However, I could not get reservation for my return trip. Hence, permission may kindly be given to travel from Rourkela to Bhubaneswar by train and from Bhubaneswar to Bangalore by flight.

Permission may also be given to travel by private airlines as there is no direct Air India flight from Bhubaneswar to Bangalore. Moreover, the private airline is economic and time saving. The time schedule and fare of the airlines plying between Bhubaneswar and Bangalore on my planned return date is enclosed herewith.

Yours faithfully,

Dr.Shijith Kumar C

Library and Information Officer

Approved/ Not Approved

Director

**Justification for Attending the Training Programme**

The training programme will help in understanding the advanced bibliometric methods for assessing and prioritizing information resources, especially journals. Also, advanced methods and techniques in measuring the publication output of the faculty and staff can be learned. The training will also help in studying the latest tools, techniques and procedures pertaining to bibliometrics.