



Enclosure 2



No.F.IG/RC/CHN/MELT/
Dated:21st April,2015.

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To

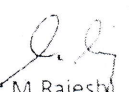
Dr.Vinod Kumar
Dy.Director and Professor,
Deptt of Electrical Engineering,IIIT Roorkee,
ROORKKEE- 247 667.

Sub:-Authorisation letter for transport of MELT Vehicle..

Sir,

Please refer to your e-mail letter dated 8th April,2015 addressed to Regional Services Division with a copy to this Regional Centre informing that the MELT vehicle allotted to Cochin Regional Centre is ready for taking over. In this regard, I authorise Sh.K.J.Joseph,Section Officer of this Regional Centre to receive the vehicle on behalf of the IGNOU Regional Centre,Cochin. He will be reaching Roorkee on 23rd April night. We have already requested you to book accommodation in the Guest House for him and two drivers accompanying him. Sh.K.J.Joseph will produce the Identity Card issued from IGNOU for his identification.

Yours faithfully,


(Dr.M.Rajesh)
Regional Director

By hand. K.J. Joseph (SO)

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