



ITC Limited PAPERBOARDS & SPECIALTY PAPERS DIVISION
Unit: Bhadrachalam
Factory: SARAPAKA-507 128
Bhadradi Kothagudem District (TELANGANA), India
Telephone: +91-94949744-29
www.itcpapd.com

30th December 2020

To

Mr. Avula Sairama Krishna Reddy
C/o Lingaya's Vidyapeeth, Faridabad

Dear Mr. Avula Sairama Krishna Reddy

Sub: Permission for Internship.

With the subject and reference cited above we are pleased to accord permission to complete internship at our organization from 1st January 2021 to 30th April 2021. You are advised to note the following before starting your internship.

- 1) You will not be entitled to any remuneration. This internship will not entitle you for any employment with the company.
- 2) You will observe all the safety rules and regulations in force such as to ensure wearing of helmet and safety shoes. The company shall, in no way be responsible for any accident during the course of internship.
- 3) You are required to prepare a detailed report and submit a copy of the same to the HR department before issuing of internship completion certificate.
- 4) You are advised to report Mr. KVS Govinda Rao, Electrical Department on or before 1st January, 2021

Please sign in the place provided for the purpose in the copy of the letter as a token of your acceptance of the above terms and conditions from your end.

Form ITC Limited
Paperboards & Specialty Papers Division


AJITH SAITEJA BADDI
Assistant Manager - HR