

Format for sending the nominations

(Nomination must be sent to the academy through head of the Department
only at least a month before the course)

No:.....
:.....

Dated

To,
The Director,
SVP NPA, Hyderabad- 500 052.
(Fax : 040-24015179)

For kind attention to Shri/Smt
(Name and Designation of the programme director)

Reg: Nomination(s) for the course
(name of the course/seminar/workshop).

Sir,

In response to your fax/TPM/letter no. dated the following officer(S) are
nominated to attend the course / seminar/workshop(title of the course) at
your academy from to

1. Name of the main nominee :
2. Service :
3. Organization :
4. Mode of recruitment :
5. year of allotment & cadre :
6. Full postal address of nominated officer of communication with
PIN code/Telephone & Fax numbers / e-mail :
7. Courses attended at the SVP NPA :

It is requested that the nomination of the above named officer may please be accepted
for the course under reference and a copy of the joining instructions may be sent to the
nominated officer.

Yours faithfully,
(name & designation,
Phone, Fax number of
nominating officer)