

From: VENUS <info@vfaindia.com>

Sent: 02 July 2024 08:39

To: amit oak <amit.oak@vit.edu.in>

Subject: Request to allow Dr. Oak to deliver one day training program

Respected Dr. Oak,

This is with reference to the above-mentioned subject. We are a leading training service providers to ONGC for last more than 15 years.

We are happy to have a continued relationship with Dr. Amit Padmakar Oak and extend our relationship with Vidyalankar Institute of Technology, Department of Management Studies.

Dr. Amit P. Oak from your institute is one of the sought after and popular faculty at ONGC. We have an opportunity to deliver an outbound program for ONGC at Vadodara . We request you to kindly allow Dr. Oak to conduct the said program for ONGC's senior officials at ONGC Makarpura , Vadodara as per following details,

Venue: ONGC Makarpura , vadodara

Date: Thursday , 25th of July 2024 - 10 am to 5 pm

Duration: One Day

Name of the training program: Financial Planning for Superannuation

Commercials: Rs. 25,000 (Rupees Twenty Five thousand only) including all taxes and fees

Name of Venus client: ONGC

Travel arrangements: Will be made by Venus

Accommodation : will be arranged by Venus

Study Material: Will be prepared by Venus from the inputs from your faculty

Local Conveyance: Will be arranged by Venus

Training centre equipped with a LCD projector will be provided to your faculty

The aforesaid payment will be made in Favor of "Vidyalankar Institute of Technology", subsequent to the raising of the invoice after 20 days of the completion of the program.

All other incidental cost would be borne by us.

We request you to kindly grant us the permission for the subject matter. "

warm regards

For Venus Academy

Manish Tayal FCA (India) , CPA (Australia)

CEO & HOI

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