



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(भारत सरकार उपक्रम) पंजीकृत कार्यालय : 17, जमशेदजी टाटा रोड, मुंबई - 400 020

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE) REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020.

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MUMBAI REFINERY, P.O. Box No. 18820, B.D.PATIL MARG, MAHUL, MUMBAI - 400 074.

टेलीफोन : TELEPHONE :2507 6000, फॅक्स : FAX : 25542008, तार - हिनरिफ, TELEGRAM - HINREF

CIN : L23201MH1952GO1008858

Date: 8 July 2021

To:

Sandhya Chettiar

Computer Science & Engineering,

NIIT University, Neemrana

sandhyachettiar18@st.niituniversity.in

Dear Miss Sandhya Chettiar,

We appreciate your interest for doing internship program at HPCL's Mumbai Refinery. We are pleased to inform you that you are placed for internship with HPCL and details for the same are below:

- Internship Commencement Date: 9 July, 2021
- Internship End Date: 9 Aug, 2021
- Internship Period: 1 months
- **Mentor –H S Mahadeva Swamy (Mob. -9819354321, email – mahadeva@hpcl.in)**

Kindly also note that-

1. On account of COVID, your internship will be through online mode.
2. During time of your Internship, you might be called to HPCL Mumbai Refinery through necessary communication to you.
3. Your mentor will assign you range of tasks/ project work.
4. You will maintain a report of your everyday learnings and share the same with your project mentor.
5. At the end of the project period, you will be required to prepare one copy of Project Report for college and the same will be reviewed & certified by your project mentor and HR. The certified scanned copy has to be sent to project guide and FIR department Via email.
6. Your final internship certificate is subject to review and performance shared by your mentor.

During Internship, you will be guided by various timelines for project review and viva.

Archana Yemeshvary Ashok Upadhyay
Chief Manager -Capability Building

cc: PVB

डॉ. अर्चना येमेशवरी अशोक उपाध्याय
Dr. ARCHANA YEMESHVARY ASHOK UPADHYAY
मुख्य प्रबंधक - सक्षमता निर्माण व संगठन विकास
Chief Manager - Capability Building & Organisation Development
एचपीसीएल - मु. रि. / HPCL - MR