

Telephone Nos.

Dean : 650184
General: 650301
650534

Fax : 651786



My No : DE/01/AC-04/2024

Your No :

Serial No : ME-01/07/2024

Date : 24.07.2024

**FACULTY OF ENGINEERING
UNIVERSITY OF MORATUWA, SRI LANKA**

Mr. TVRH Vithanage
(NIC No. 991746986V)
No. 357/2
Wackwella Road
Galle

Dear Sir,

POST OF VISITING INSTRUCTOR ACADEMIC YEAR – 2024

1. I am pleased to inform you that you have been appointed to a post of Visiting Instructor in the Department of Mechanical Engineering University of Moratuwa, Sri Lanka for the Academic Year 2024.
2. Details of the assignment are as follows :-
 - (a) Subject : ME 2041 Fundamentals of Mechatronics
 - (b) Course : B. Sc. Eng. Degree
 - (c) Total Number of Practical hours : 12hrs
 - (d) Duration : 01.04.2024 to 24.06.2024
3. You will be paid at the rate of Rs.750/- per practical hour and would essentially be required to submit your claims to the Head of the Department on a monthly basis for relevant payments to avoid deductions as surcharges for delayed claims.
4. You will be paid traveling in accordance with regulations.
5. You are bound to pay government approved taxes and other statutory payments in this regards to the Inland Revenue Department / Government.
6. You are kindly requested to submit to the Dean through the Head of the Department a Scheme of work outlining the manner in which the subject assigned to you will be covered during the course of the academic year
7. The time table and other relevant particulars could be obtained from the Head of the Department.

Yours faithfully,

Sgd.

Prof. KTMU Hemapala
Dean – Faculty of Engineering

ARMIO Ranaweera
Senior Assistant Registrar
Faculty of Engineering
For Registrar

cc: *Head Dept. of Mechanical Engineering –
Bursar
Auditor General
Vice-Chancellor

*Please ensure that claim for services rendered are collected on a monthly basis and report to the Accounts Division for payment with your certification