

28 October, 2002

**The Director
Nalwa Sponge Iron Limited
Taraimal, Gharghoda Road
RAIGARH (CG)**

Sanjeev

Sub: Approval for training on "Waste Heat Recovery Boilers".

Sir,

It has been observed that Waste Heat Recovery Boilers have frequent failures and this may affect the DRI production as well as Power Plant process also. Thus for minimize the loss and to run the plant effectively with lesser no of failures a training program on "Waste Heat Recovery Boilers is being arranged. For making arrangements for the same, we hereby request you to kindly release relevant employees for 15 days from there general work and attend the training program.

Submitted for kind approval please.

Thanking you,

Yours truly,

Sanjeev Garg

**(Sanjeev Garg)
Manager HR (Training)**

25 November 2002

**The Director
Nalwa Sponge Iron Limited
Taraimal, Gharghoda Road
RAIGARH (CG)**

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Disputed

Sub: Training implementation report on "Waste Heat Recovery Boilers".

Sir,

We are thanking you for the approval of the budget for training programmes on "WHRB Boilers".

We would like to convey your good-self that, we organized the training programmes on "Waste Heat Recovery Boilers" and train 10 numbers of employees on the subject. The names of the employees trained are as under:

1. Jitender Diwedi
2. Jagdev Yadav
3. Umesh Sharma
4. Prashant Akarte
5. Joginder Jain
6. Anil Sharma
7. Parmod Kumar Singh
8. K.C. Ametha
9. Sri Ram
10. Arvind Kumar

The above employees successfully completed the training

Submitted for your perusal please.

Thanking you,

Yours truly,

for, Sanjeev

**(Sanjeev Garg)
Manager HR (Training)**