

**North-Eastern Regional Centre**

Guwahati  
Tel. (361) 233 4790  
E-mail terine@teri.res.in  
Fax (361) 233 4869

**Southern Regional Centre**

Bangalore  
Tel. (80) 2535 6590 (5 lines)  
E-mail terisrc@teri.res.in  
Fax (80) 2535 6589

**Goa**

Tel. (832) 245 9306 or 245 9328  
E-mail terisrc@teri.res.in  
Fax (832) 245 9338

**Western Regional Centre**

Mumbai  
Tel. (22) 2758 0021 or 4024 1615  
E-mail terimumbai@teri.res.in  
Fax (22) 2758 0022

**Himalayan Centre**

Mukteshwar  
Tel. (5942) 286 433  
E-mail praveen.sharma@teri.res.in  
Fax (5942) 286 460/433

**TERI North America**

Tel. (+91) 9811150290  
E-mail annapurna.vancheswaran@terina.org

**TERI Japan**

Tokyo  
Tel. (+81 3) 3519 8970  
E-mail teri@iges.or.jp  
Fax +81 33 5195 1084

**P T Joseph  
Addl Gen Manager (HR)**

**April 1, 2019**

**Ms Anoushka Khatri  
St Xavier's College  
Mumbai**

Dear Ms Anoushka,

This refers to your resume forwarded to us evincing interest in undergoing internship at TERI. We are happy to accept you as a trainee with the Centre for Resource Efficiency & Governance Area under the guidance of Mr Souvik Bhattacharjya during the period 10<sup>th</sup> April 2019 to 10<sup>th</sup> June 2019.

You may bring one passport size photograph and meet us at 9:30 am on the date of your joining to complete the joining formalities.

You would be reimbursed local conveyance of Rs.2000/- pm during the period of training.

Kindly acknowledge receipt.

With best wishes,

**P T Joseph**