

Annexure - 24
(Request for condonation of demurrage charges)



Department:

Faculty:

PIN:

No.....

Dated.....

To
The Registrar,
Annamalai University,
Annamalainagar - 608 002.

Through the Head & Dean

Sir,

The Consignment containing the
imported from for use in the Project /
was held up with the custom authorities for the last days/months. The
delivery of the said item could not be taken for want of documents / certification. The
formalities have been completed and the amount of Rs..... was
incurred as demurrage charges for the above purpose.

I request you to kindly condone the demurrage charges paid to the Customs
Authorities.

Thanking you,

Yours faithfully,

Principal Investigator
(seal)