

Dear Sir/ Madam

You are requested to inform all the meritorious students selected for receiving laptop as per the list that the laptops will be given from **08.09.2017 and 23.09.2017..**

Documents Required

1. Duly filled "Certificate of Identification" for laptop distribution attested by the concerned student's principal.
2. Original +2 Admit card/Original Identity Card along with Photocopy duly attested by the concerned principal.
3. Original +2 Marksheet-cum-Certificate and with Photocopy duly attested by the concerned principal.
4. Undertaking form of students/Parents.
5. Duly filled in "Receipt of Acknowledgement" by the student.
6. 1 Nos of Passport Size Photo.
7. In case a student is unable to receive by person, in that case delivery of laptop to respective students can be made based on authorization letter given by such student with justified ground and countersigned by the concerned principal/Head of the Institution from where the student has passed. The person who will receive the laptop on behalf of the student will have to submit the Identity proof(Voter Card/PAN card/Driving Licence/BPL Card/Bank Passbook with Photograph) with a its Photocopy.

If the students has lost the Admit card Please re-issue and attested the same by the concern principal.

Date and Time i.e 9.30 AM to 12.30 PM should be followed strictly.

Receipt of Acknowledgement-cum-Undertaking

(By the student to Principal, Nodal Centre)

I, Sri /Miss _____, bearing the CHSE Roll No. _____ of AHSE, 2017 (Arts/Science/Commerce/Vocational) / University Roll No.(for Upa-shastri) and passing out from _____ College received the laptop from the Nodal Centre on Dt. _____ and also undertake that this laptop will not be transferred to anybody under any circumstances and it will be solely used by me for learning process.

Date:

Signature of the Student

Receipt of Acknowledgment-cum-Undertaking

(By the authorized person to the Principal, in case the students could not turn up to receive the Laptop due to unavoidable reason)

Name of the Nodal Centre: GOVT. COLLEGE, SUNDARGARH

I, Sri/Smt. _____, Father/Mother/ _____ (Relationship with the Candidate) received the Laptop on behalf of _____ (Name of the Candidate). He/ She has passed +2 (Arts/Commerce/Science/Vocational/Up-shastri) with Roll No. _____ from _____ College. I undertake to hand over this Laptop to the candidate only and not to anybody under any circumstances and it will be solely used by the candidate for learning process.

Date:

Signature of the Parents

(FORMAT)

NAME OF THE COLLEGE.....

**CERTIFICATE OF IDENTIFICATION FOR LAPTOP DISTRIBUTION TO
+2 PASS OUT STUDENT OF ANNUAL H.S. EXAMINATION-201...**

Certified that..... a student of this college bearing
CHSE Roll no..... has passed annual H.S. Examination 201... in
Arts/Sci/Commerce in Division. His/Her signature is attested.

Signature of Student

Principal

With Seal

Incase of a student unable to receive by himself/herself

I authorize my Father/Mother/Relationship (.....)
Sri/Smt.....
..... to receive my Laptop from the nodal centre, Govt. College, Sundargarh on behalf as I am unable to
receive by myself due to following reasons.

- 1.....
- 2.....
- 3.....

Signature of the Father/Mother/Relation.....

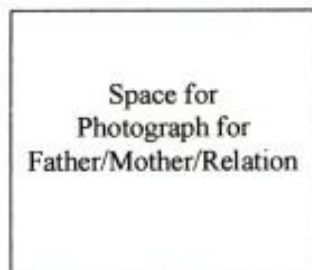
Mobile No.....

Signature of the Student

CHSE Roll No.....

College Name.....

Mob No.....



Photograph attested by
Principal

Countersigned by

Principal with seal

N.B: 1. Date of issue to be confirmed from the nodal centre/Govt. website.

2. Student should produce original Admit Card/Identity Card and Parents/guardians their original identity proof along with Xerox copy at the nodal centre at the time of receipt of Laptops.