

CERTIFICATES COLLECTION NOTICE

It has been noticed that in spite of several reminders, many students have failed to collect their certificates on the given dates on completion of studies.

Students Completed Training in 2019:

Students who have completed their training in 2019 may collect their certificates from school office without fine on 23rd January 2020. No further dates would be facilitated.

Student completed training in 2018 and earlier Years:

All the other Students who have completed their training in 2018 & earlier years, may collect their certificates with the following documents

1. Request letter mentioning the certificates to be procured from the school (This has to reach the school office, a week prior to the date of issue of the certificate)
2. For out station candidates, an authorization letter would be required.
3. Proof of clearance of all dues in the school.

Note:

1. **Certificate Issue Timing: 9 am to 11 am only**
2. A student who do not collect the certificate personally or by authorizing someone else, may be asked for a fine of **Rs. 1000/-** from the dates the dates given above.

Thank You.


Br. Theophilus Tirkey