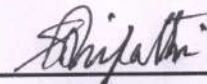


## NOTICE

PASS CERTIFICATE OF 2020 FOR POST GRADUATE (M.Sc.) and PASS CERTIFICATE OF 2021 FOR UNDER GRADUATE (B.A/B.SC/B.COM,1+1+1 SYSTEM) IS AVAILABLE AT COLLEGE OFFICE. PASSED OUT STUDENTS OF THE SAID YEAR MAY COLLECT THEIR CERTIFICATES ON PRODUCTION OF ORIGINAL CLEAR GRADESHEET/MARKSHEET.NO REPRESENTATIVE WILL BE ENTERTAINED WITHOUT PROPER AUTHORISATION LETTER.

### SCHEDULE OF DATE AND TIME

DATE	TIME
20/03/2023 TO 30/04/2023 (Except Saturday, Sunday and scheduled holidays)	3.00PM TO 4.00PM

 17/3/23  
\_\_\_\_\_  
PRINCIPAL  
Principal  
Sarsuna College  
Kolkata-61

### FORMAT FOR AUTHORISATION LETTER

TO,  
THE PRINCIPAL,  
SARSUNA COLLEGE  
KOL-61,

Subject – Collection of pass certificate.

Respected Sir,

I, \_\_\_\_\_ was a student of your institution. I hereby authorise  
(Name of the Student)

Sri/Smt. \_\_\_\_\_ to collect my pass certificate. His/her signature is attested  
(Name of the authorised person)

Below.

Yours faithfully,

\_\_\_\_\_  
(Full signature of the student with date)

Year of Pass out \_\_\_\_\_.

\_\_\_\_\_  
(Full Signature of authorised person with date)

ATTESTED

\_\_\_\_\_  
(Full signature of student with date)