



GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
CH. BRAHM PRAKASH INDUSTRIAL TRAINING INSTITUTE  
JAFFAR PUR NEW DELHI – 110073  
PH. No. 011-28012141, 011-28013519



F.2(15)/ITI/JP/2004-05/

Dated.....

### **MEMORANDUM No. I / II / III**

It has been observed that Mr. / Ms. \_\_\_\_\_, Roll No. \_\_\_\_\_ of Trade \_\_\_\_\_ is irregular in attending the class / absent from the class at this institute without any intimation w.e.f. \_\_\_\_\_.

His / Her attendance percentage is \_\_\_\_\_ till date.

Therefore, He / She is instructed to report to the concerned instructor / Training Officer on or before (date) \_\_\_\_\_, otherwise he / she will be discharged from the roll of this institute.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Signature of Training Officer / G.I.

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
CH. BRAHM PRAKASH INDUSTRIAL TRAINING INSTITUTE  
JAFFAR PUR NEW DELHI – 110073  
PH. No. 011-28012141, 011-28013519



F.2(15)/ITI/JP/2004-05/

Dated.....

### **MEMORANDUM No. I / II / III**

It has been observed that Mr. / Ms. \_\_\_\_\_, Roll No. \_\_\_\_\_ of Trade \_\_\_\_\_ is irregular in attending the class / absent from the class at this institute without any intimation w.e.f. \_\_\_\_\_.

His / Her attendance percentage is \_\_\_\_\_ till date.

Therefore, He / She is instructed to report to the concerned instructor / Training Officer on or before (date) \_\_\_\_\_, otherwise he / she will be discharged from the roll of this institute.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Signature of Training Officer / G.I.

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_