



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

