

AL-GAITH ISLAMIC & ARTS COLLEGE FOR GIRLS

Application for Receiving Documents

From

Name:

Ad: No (College):, Batch:,

Ph:

To

The Officer
Al-gaith Islamic & Arts College for girls
Karthala 679 571

Sir,

I wish to apply for getting my (Documents)

for..... (Purpose)

From/...../..... To:/...../.....

(if) extended, To./...../.....

I hereby assure that I will return the above documents on time.

**N.B.*

- 1) *Fee for application for receiving documents is Rs. 10/-/(for urgent- 15/-). It should be paid in the Al-Gaith Office, during the time 09:30 am To 12:30 pm.*
- 2) *Application will be issued within **two days** from the date of the receipt of the application form.*

(For office use only)

Approved by: sign :.....

Returning Date:/...../..... Delay: Yes No Days

Remark: