

From

To

The Correspondent/Headmaster,

The District Educational Officer  
West Godavari District  
Eluru

Respected Madam,

I have no objection to spare the School Building with required furniture and staff for conducting of SSC Public Examinations, March-2020 from 23-03-2019 to 08-04-2019, 09.30 AM to 12.15 PM in this institution. The other required information is furnished hereunder as required by your department.

1. Name of the Institution :
2. Name of the Correspondent/  
Headmaster :
3. Phone /Cell No. of the above  
Named Official. :
4. School Phone Number :
5. Total Number of Rooms available  
for conducting the test. :
6. Total Number of Candidates that  
Can be accommodated in the above  
Mentioned rooms. :
7. No of candidates for which  
the available benches /desks are  
Sufficient for seating arrangement :
8. Remarks if any

Signature of the Correspondent/ Headmaster  
With Stamp.