

Must Furnished in Triplicate

To
The Centre-in-Charge
Dewan Dighi Youth Computer Training Centre
Dewan Dighi, Palitpur More,
Post – Mirzapur, Dist – Burdwan
Pin – 713102

Date : ____/____/20____

Sub :- Application for **correction entries in student records.**

Respected Sir,

With due respect I beg to state that I have found some wrong entries in my record in the Dewandighi Youth Computer Training Centre. So I requesting you to correct my entries in the record.

I a student of _____ Session and my registration no. is _____. Following entries is incorrect in my records:-

Field	Correct	Incorrect	Correct Entries
Name			
Father's Name			
Date of Birth			
Address			
Contact No.			
Caste			
Qualification			

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Full Signature of the Student)

Name of the Student : _____

Registration No. : _____

Course : _____

Session _____

Contact Phone Nos. (Land Line) _____

(Mobile) _____

Enclosed : 1) Photo copy of my Academic Certificate.
2) Photo copy of my Id Card of this Institution.

For Office Use Only

**Application (in Original)
Forwarded to the
District Youth Officer**

**District for approval and
further proceedings.**

Signature of the Centre-in-Charge

Date : _____

Received Approval / Refusal

From the DYO _____

On _____

Proceed for necessary steps

On _____

Informed to Student on

1) _____

2) _____

3) _____