

Despatch Certificate

This is to certify that title(s) Foundation's Order No.

.....

against our Bill No. /have date been dispatched to the Deputy Manager (B.D.), Business office, Ministry of Communication and IT, Department of Post, Bidhannagar Post Office, CC Block, Salt Lake City, Kolkata 700064 as per details given below :

Sl. No.	Name of the Title with Volume number and ID number, if any	Name of the Author	Year of Publication	Price	No. of copies dispatched
a)					
b)					
c)					
d)					

2. Certified that gift label, as per specimen, has been pasted on the title page and end page of each book.
3. Certified that the challan in the prescribed form (3 copies), has been sent to the Deputy Manager (B.D.), Business office, Department of Post, Bidhannagar Post Office, CC Block, Salt Lake City, Kolkata 700064 alongwith each book packet.

Date:

SEAL

Signature and designation
with full postal address

[Kindly ensure that all entries are filled very carefully]