



NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24/25, Institutional Area, Sector-62, Noida, U.P.
Proforma for appointing the Coordinator
To operate the account from the Institution

AI No./AVI No. _____

Director (SSS)
 National Institute of Open Schooling
 (Govt. of India)
 A24/25, Institutional Area
 Sector-62,
 Noida, U.P.

Dear Sir/Madam

A) It is brought to your notice that Mr./Ms. _____ working as _____ has been appointed as the Coordinator of the AI/AVI from the academic session _____.

(Principal or Vice Principal can be appointed as Coordinator for AI)
 (Principal/Director/Head can be appointed as Coordinator for AVI)

B) Mr./Ms. _____ working as _____ has been nominated the second office to jointly open and operate the Bank account with the Coordinator for the AI/AVI.

(Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory)

The specimen signatures of the Coordinator as well as second officer authorized to open and operate the joint bank account with their complete residential address and phone numbers duly attested are given below.

The specimen signatures of the Coordinator with complete residential address and phone numbers duly attested are given below.

A) Specimen Signature of the
the Coordinator

Specimen Signature of the
second signatory

1. _____

1. _____

2. _____

2. _____

Name and Designation

Name and Designation

ATTESTED

Signature _____
 Full Name _____
 Designation _____
 Residential Address of
 the attesting officer _____

B) The bank account will be opened in the name of :

“The Co-ordinator NIOS _____
(Name of the AI)

“The bank account is in _____
(Name of the Bank)

It will be operated jointly by the Coordinator and the second signatory only as mentioned in page 1.

Hereby our consent to collaborate with NIOS is also conveyed assuring that all academic and administrative services to students as listed in the document: Norms and procedure will be provided. Our undertaking to use the financial grant for purpose specified by the NIOS is also accorded.

Thanking you,

Yours faithfully,

Signature of the Principal/Director/Head
Name _____
With seal of the AI/AVI

Dated _____

Note :

1. All the schools from KVS, NVS & all Govt. schools, Principal can self attest the proforma.
2. The attestation of Coordinator proforma may be done by the Manager/Chairman/President etc. of the school or any other higher authority of school.
3. Principal/Vice Principal can be appointed as Coordinator for AI
4. Principal/Vice Principal/Director/Head can be appointed as Coordinator for AVI.
5. Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory.
6. Change in Coordinator should immediately be brought to the notice of NIOS for necessary updation in the list of study centre.