



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

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./Dr _____ working as _____ has been appointed as the Coordinator of the AVI from the academic session _____.

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

Specimen Signature of the The Coordinator	Residential Address
1. _____ _____	_____ _____
2. _____ _____	_____ _____
Name and Designation	Phone (Res.)
_____ _____	_____ _____

ATTESTED

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

Complete address of AVI

Phone No.(Official AVI) _____
Fax No. _____
STD No. _____
E-mail. _____

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 AVI

Dated _____

Note :

1. The attestation of Coordinator Proforma may be done by the Manager/Chairman/President etc. of the school or any other higher authority of school.
2. Principal/Vice Principal/Director/Head can be appointed as Coordinator for AVI.
3. Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory.
4. Change in Coordinator should immediately be brought to the notice of NIOS for necessary updation in the list of study centre.