

From:

_____(Name of Team Leader),
 _____(SSIP team registration number)
 _____(Branch)
 _____(Institute)

Date:

To,
 The Principal/SSIP Chairmen
 Government Engineering College, Bharuch

Subject: Request for exit/termination of PoC/Prototype and surrendering equipment obtained/ purchased with SSIP grant

Respected Sir,

We have registered for PoC/ Prototype with SSIP, GEC Bharuch with title of PoC/Prototype _____. We are unanimously requesting you to exit/terminate our PoC/Prototype from SSIP, GEC, Bharuch due to _____ (provide reason/s). Further, we are surrendering the items in _____ Department, GEC, Bharuch which we have obtained/purchased as a support from SSIP, GEC Bharuch.

Sr. No.	Item	Quantity	Amount	Sign of team leader	Sign of Mentor

We further request you to accept the termination of POC/Prototype and acknowledge the same.

Submitted by:

Sr. No.	Name of team member	Enrolment No.	Branch	Sem	College Name	Contact No.	Sign

(Name and Sign of Team Leader)

(Name and Sign of Mentor)

Forwarded:

It is hereby declared that all the above mentioned items have been received by _____
Department, GEC, Bharuch.

(Name and Sign of Head of Department)

Through SSIP Co-ordinator

Permitted/not permitted/Remarks by
Principal
Government Engineering College, Bharuch

Copy to: 1. Team leader; 2. Mentor; 3. SSIP file