

PROFORMA OF APPLICATION FOR BATCH CHANGE

FROM:

TO:

HALL-TICKET NO.

Sir,

SUB:- REQUEST FOR BATCH CHANGE - REGARDING.

I _____ S/o, D/o _____
a candidate who has been admitted for Technical Examination of _____ in the
subject Typewriting Examination of LOWER/HIGHER Grade with Hall Ticket NO. _____
in the _____ Batch request you to change my batch and admit me to _____
batch as I have to appear for _____ examination on the same day and time,
I enclose herewith the Photo-Stat copy of the Hall Ticket for your ready reference.

I hereby undertake that for any reason my batch change is not approved by the state Board of Technical Education and Training. I do not have any claim on my appearance in the re-allotted Batch.

Thanking you sir,

Yours faithfully

Encl: Photo-Stat copy of the Hall-Ticket,
With Hall Ticket NO. _____

FOR THE USE OF CHIEF SUPERINTENDENT

Certified that the reason given for the Batch change is genuine and the Photo-Stat copy of the Hall-Ticket is verified with original. The candidate is permitted to appear in the revised Batch _____ of Typewriting ENGLISH/TELUGU/LOWER/HIGHER Grade on _____.

The answer book of the candidate are sent along with enclosures in the seperate cover.

PLACE:

CHIEF SUPERINTENDENT

DATE:

STAMP

NOTE: THE APPLICATION ALONG WITH THE PHOTO STAT COPY OF THE HALL TICKET SHOULD BE SENT TOGETHER WITH ANSWER BOOKS OF THE CANDIDATE.