

Format for Commencement Certificate

Dated: _____

To,

eOffice Project Coordinator,
NICS, NBCC Tower,
15, Bhikaji Cama Place, New Delhi

Sub: eOffice Implementation Commencement

Dear Sir/Madam,

It is to mention that this office vide letter No. _____ dated _____ requested NIC/NICS for implementation of eOffice.

NICS via email dated _____ has issued a Proforma Invoice (Ref. No. _____) and Project Proposal to this office for implementation of eOffice <Version Name> for _____ users.

This office has accepted the duly submitted Proforma Invoice (Ref. No. _____) and Project Proposal submitted by NICS and has transferred an amount of Rs. _____ to NICS via RTGS/Cheque/DD No. _____ dated _____.

This is to certify that this office has commenced the implementation of eOffice <Version Name> for _____ users on _____ at the following locations.

With Warm regards

Sd/-

User Department

Copy to:

1. HoD (eOffice Project Division), NIC, CGO Complex, New Delhi
2. User Department Local NIC Coordinator

Note: The user department is requested to provide duly signed Commencement Certificate on department's letter-head.