

## Format for Completion Certificate

Dated: \_\_\_\_\_

To,

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

### Sub: eOffice Implementation Completion

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 the implementation of eOffice <Version Name> for \_\_\_\_\_ Users has been completed on \_\_\_\_\_ to our satisfaction at 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 Completion Certificate on department's letter-head.