

**UNIVERSITY POLYTECHNIC**  
BIRLA INSTITUTE OF TECHNOLOGY, MESRA : RANCHI

Date: \_\_\_\_\_

To:  
The Director  
University Polytechnic  
BIT Mesra

Sub: Declaration for submission of Residential Certificate.

Sir,

I \_\_\_\_\_(name) son/daughter of \_\_\_\_\_  
(father's name) \_\_\_\_\_(address) have  
applied for \_\_\_\_\_ (name of the course) at University Polytechnic.

I have not enclosed the Residential Certificate with my application.

I have applied for the Residential Certificate of Jharkhand at the office of the  
SDO/BDO/CO on \_\_\_/\_\_\_/2020. I request you to kindly allow me time till  
\_\_\_/\_\_\_/2020 (date) for submission of the same.

I understand that if I fail to produce the Residential Certificate by this time my  
candidature will be cancelled.

Thanking you,  
Yours faithfully,

(Name and Signature  
of the Candidate)

(Name and Signature  
of the Guardian)

---