

Date: November ____, 2019

To Whom It May Concern

Mr./Ms. _____, a permanent employee of this school, is authorized to collect on behalf of the school the participation memento, study material, prizes (as applicable) and participation certificates in connection with **Plastic Waste Free Campaign and Awareness Program** organized by Biodiversity Club and NSS units, Serampore College, on September 30 and October 1, 2019. His/her signature is attested below.

Signature of employee attested

(Headmaster/ Headmistress/Principal/ Teacher-in-Charge)

Seal