

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY(A)  
GANDIPET MANDAL, RANGA REDDY DISTRICT, HYDERABAD – 75.**

Date: 20.09.2023

**CIRCULAR**

Sub: Certification of Attendance for Scholarship holders for the year 2022 -23 for purpose of **Renewal** for the year **2023 – 24** – Reg.

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The Social Welfare Department, Govt of Telangana, has issued revised guidelines to the colleges for renewal of scholarship for the year **2023 – 24**. Accordingly, every scholarship holder shall put in a minimum of 75% of attendance in the previous year 2022 – 23.

The Heads of Departments are requested to kindly certify the attendance of the scholarship holders of their department in the proforma given for the year 2022 – 23. The concerned student may be directed to enclose the certificate issued by the Head of the Department along with the hard copy of the Scholarship Online Renewal Application form and submit the same in the scholarship section for renewal of scholarship for the year **2023 – 24**, and for onward transmission to the respective sanctioning authority.



*[Handwritten Signature]*  
**PRINCIPAL**

**PRINCIPAL  
Chaitanya Bharathi  
Institute of Technology  
GANDIPET,  
Ranga Reddy Dist-500 075.**

**CERTIFICATE**

Name of the Student \_\_\_\_\_ Admn No. \_\_\_\_\_

Roll No. \_\_\_\_\_ Course \_\_\_\_\_ Branch \_\_\_\_\_ Category \_\_\_\_\_

of the Scholarship ( \_\_\_\_\_ ) (SC / ST / BC / EBC / MINORITY / PHC) Actual percentage of

Attendance during the year **2022 – 23** is \_\_\_\_\_ %.

**Signature of the Student with date**

**Mobile No:** \_\_\_\_\_

**Epass Appl.No :** \_\_\_\_\_

**Signature of the**

**Head of the Department**

**with date and stamp**

*[Handwritten Signature]*  
20/9/23