

CEPT UNIVERSITY

Date: _____

To
Accounts Department
CEPT University
Ahmedabad

Dear Sir

We wish to inform you that we, _____ office have hired ____ students under Campus Assistantship to assist as per description given below.

Description:

Data of the appointed students for the accounts purpose as follows:

Kindly arrange for their payment from the account of _____ office.

Sr. no	Name of Student	Code no.	Faculty	No. of Hrs.	Remuneration per hour	Total Due Payment

Thanking You

Yours Sincerely
CEPT University

Signature
Director
Resource office

Signature
Coordinator

Copy to: Mr. S J Chauhan, CPO