



5L4 Ujjwal Thakur &lt;thakurujawal123@gmail.com&gt;

## Letter of Authorization for obtaining Study cum certificate and Transfer certificate.

5L4 Ujjwal Thakur &lt;thakurujawal123@gmail.com&gt;

16 September 2025 at 15:24

To: hodcse@svcedu.org

To  
The HOD  
SVCET, Chittoor, Andhra Pradesh, India  
Date:16-09-2025

Subject:Letter of Authorization for obtaining Study cum certificate and Transfer certificate.

Respected Ma'am,

My name is Ujjawal Kumar Thakur, and I am a recent graduate of B.Tech in Computer Science and Engineering at Sri Venkateshwara College of Engineering and Technology. I am writing to request authorization for my friend(Lalan Kumar Lahera) to collect my bachelor's certificate on my behalf, as I am currently unable to do so in person. However, it's not possible for me to visit personally to collect the documents as I am currently active in the research course work for the partial fulfilment of my post graduate Degree course and current location in Nepal.



As such, I would like to authorize Mr. Lalan Kumar Lahare to act as my representative on my behalf to withdraw my study cum certificate and Transfer certificate lying in the SVCET College Office. He is my friend in the college; his Registration No. is 23781A05L3, whose copy of identity is also enclosed with this letter in order to identify the person without any inconvenience at the time of withdrawing the documents.


I, therefore, make a very warm request to you to kindly hand over the documents to him. I shall remain very thankful to you for your support & co-operation in this matter.

Thanking You  
Sincerely yours,  
Ujjawal Kumar Thakur  
sign: Ujjawal Kumar Thakur

Registration No: 21781A05L4  
mob: +916301634071/+9779811210639  
E-mail:thakurujawal123@gmail.com

Name of the Authorized person  
Lalan Kumar Lahare  
sign: Lalan Kumar Lahare



**SRI VENKATESWARA COLLEGE OF  
ENGINEERING & TECHNOLOGY\*\*\*  
(AUTONOMOUS)**  
 R.V.S.Nagar, Chittoor - 517127, A.P.  
 Accredited by NBA, New Delhi, Approved by AICTE New Delhi,  
 Accredited by NAAC, Bangalore, Affiliated to J.N.T.U.A, Anantapur.
 



**LALAN KUMAR LAHERA**  
 Regd.No. : 23781A05L3  
 Course : B.Tech  
 Branch : CSE  
 Date of Birth : 19-10-2005  
 Blood Group : AB+

2023 - 2027

**HIRA SA LAHERA**  
 KALAIYA, 27 - BARA, NEPAL 263148

  
**Principal**

Reg No:23781A05L3