

letter head

Date: DD/MM/YYYY

LETTER OF AUTHORIZATION

I, <Name of Chairman/Secretary>, the <Chairman/Secretary> of <Name of Trust/Society/Company>, on behalf of the <Trust/Society/Company>, hereby authorize <Name of Principal/Director/HOD/Trustee> the <Principal/Director/HOD/Trustee> of <Name of Institution filling PAR>, for filling **Performance Appraisal Report (PAR)** on behalf of the <Trust/Society/Company> to sign, initial or submit all details and documents required for filling **Performance Appraisal Report (PAR)** on NCTE PAR Portal regarding <Name of Institution filling PAR> for the session 2020-21.

Yours sincerely,

Name and Signature with Stamp
Chairman/Secretary