

**TO BE SUBMITTED BY THE FIRM**  
**(ON FIRM'S LETTER HEAD)**

Recent  
Photograph  
of deployed  
Personnel

To,

\_\_\_\_\_ (Name of OIC)

\_\_\_\_\_ (Name of Section)

Jaipur Development Authority,  
Jaipur

**Sub : Hiring Computers as Package (HCP) i.e Computer (Along with trained Personnel)**

**Ref : Your Work Order No \_\_\_\_\_ Dated \_\_\_\_\_.**

Dear Sir,

In reference to the above mentioned work order as per the terms and conditions I hereby submit the detail of deployed trained professional as below:

Name of the Personnel		
Address for Correspondence		
Telegraphic Address		
Telephone number(s)		
Email id		
Education Proof (Any One)	<input type="radio"/> Graduation Mark sheet <input type="radio"/> Graduation certificate <input type="radio"/> Other	(Enclosed Photocopy duly attested)
Identity Proof (Any One)	<input type="radio"/> Elector s Photo Identity Card (EPIC) <input type="radio"/> Rations Card <input type="radio"/> Income Tax Identity (PAN) Card <input type="radio"/> Bank/ Kisan/Post Office Passbook <input type="radio"/> Driving License	(Enclosed Photocopy duly attested)

It is certified that above information is checked and correct.

Authorized Signature  
With Stamp & Date