

MEMARI V.M. INSTITUTION UNIT - 2

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H.S. Institution Code - 104104  
Board's Index No.- H1-142

UDISE CODE : 19252900103  
DISE CODE : 19094100103

সাঁ বিদ্যা যা বিমুক্তয়ে

(Govt. Sponsored Estd. 1892)

HATPUKUR ★ MEMARI ★ PURBA BARDHAMAN ★ PIN- 713146

Ref. No. : 80/2025

Date : 27/08/25

To  
The Respected Chairman  
Memari Municipality  
Memari, Purba Bardhaman

**Subject: Necessary Arrangements for Constructions of new  
Latrine and Toilet for both Boys and Girls.**

Respected Sir,

I, on behalf of Memari V. M. Institution ( Unit-2), like to plead for the construction of latrine and toilet for both the boys and girls as the present ones are not in order for some considerable period of time causing severe conditions where basic hygiene is compromised that poses serious health problems among the students.

Under the circumstances, it is my urgent humble prayer before you to see to it that necessary arrangements are made to address the above-mentioned needs.

Awaiting your kind co-operation,

Thanking you,

Yours faithfully,



*[Signature]*  
27/08/25  
HEADMASTER  
Memari V.M. Institution  
Unit-2  
Memari, P. Bdn.



पश्चिमबङ्ग पश्चिम बंगाल WEST BENGAL

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NOC

TO WHOM IT MAY CONCERN

This is to certify that the conditions of Latrine & Toilet for both Boys & Girls of our school are very bad. If the Memari Municipality takes proper initiative to construct new latrine and toilet for both boys and girls of our school **we would not have any objection** and we also assure that we will take proper steps for regular maintenance of the same in future.



*[Signature]*  
27/08/25  
HEADMASTER  
Memari V.M. Institution  
Unit-2  
Memari, P. Bdn.