



Delhi Public School Guwahati
"Under the aegis of the Delhi Public School Society, Delhi"

Ref: DPSG/Cir/15-16/Admn: 32

Date: 20-05-2015

Dear Parent,
Greetings..!

Many thanks for trusting the school policies and giving your consent for the forthcoming France and Switzerland tour for your ward. Accordingly please be notified of the following:

- 1) Processing of International air ticket and visa related work will begin immediately for those children who have already got their passport ready.
- 2) In our previous circular (Ref No. DPSG/Cir/14-15/Admn: 122, dated 20/03/15) we have mentioned that the Ex-Guwahati costing will be approximately Rs.2.20 Lac but due to fluctuations in the currency market and rise in Euro we are now collecting Rs.2.25 Lac from parents for the entire tour programme. Excess amount (if any) will be refunded after due completion of the tour.
- 3) You are requested to deposit the remaining amount by DD, Cash or RTGS to the school bank account (A/C No. 10281982637, State Bank of India South Guwahati Branch) by 23rd May 2015 positively and the same shall be remitted to our agent Thomas Cook India Limited. If the amount is being deposited in the bank kindly intimate the same to email ID: **hemanta.bezbaruah@dpsguwahati.in**.
- 4) Also be notified that students need to deposit the following documents for visa processing:-
 - A) Indian Passport with minimum 6 months validity effective from 27th June 2015.
 - B) Old passport (if possessing).
 - C) Birth Certificate of the student.
 - D) School Identity card.
 - E) Passport, Pan Card, Driving License of parents.
 - F) 6 copies colour photographs, 35x45 mm in size with 70-80 % Face Coverage & white background.
 - G) Father's up to date bank statement for last 3 months including address and telephone number of the bank, A/C holder's name & address with stamp and signature of bank. Bank statement of Father or Mother & company should be printed in back to back pages.
 - H) Income tax returns for last 3 years.
 - I) 3 months salary slips.
 - J) If you are self employed: registration of the company/ partnership deed/Memorandum of Article (MOA) is required.
 - K) A notarized "No Objection Certificate" by parents (Rs.50/-).
 - L) Visa application form duly signed by Parents.
 - M) Waiver declaration form duly signed by Parents.
 - N) Undertaking form duly signed by Parents.
 - i. Sl. No. K) to N) : Format is available with Mr. Hemanta Bezbaruah.

For details please feel free to contact Mr. Hemanta Bezbaruah at 09854035991 or 0361-2270202/3, e-mail: **hemanta.bezbaruah@dpsguwahati.in** (any working day between 8 am – 4 pm)

With sincere regards,

Principal

