



**INDIAN SCHOOL SOHAR**  
**CLASS – XII (2019-20)**  
**CIRCULAR**

ISS/WEBCIR/030/20-21

15 July 2020

Dear Parents,

We would like to congratulate our students on their outstanding results in class XII exams conducted by the CBSE. The success of students in the school is a reflection of the hard work and dedication of the students, expertise of the teachers and support of the parents.

You can collect the **Transfer Certificate, Study Certificate, Bonafide Certificate and signed and stamped internet version of the mark sheets** of your ward, from the school on the date and time given below. Please pay **RO 1.000** at the counter for obtaining Transfer Certificate before proceeding for the collection of the documents.

Day & Date	Class	Roll No	Time	
<b>Monday 20<sup>th</sup> July 2020</b>	XII A	1-12	8:00-8:20 am	<b>Entry - Gate No . 2 Venue - Block D Lobby</b>
		13-24	8:20-8:40 am	
		25-36	8:40-9:00 am	
	XII B	1-12	9:00-9:20 am	
		13-24	9:20-9:40 am	
		25-37	9:40-10:00 am	
	XII C	1-10	10:00-10:20 am	
		11-20	10:20-10:40 am	
		21-25	10:40-11:00 am	

**Guidelines for parents:**

- Only one parent will be allowed for collection of documents/ certificates.
- Please come to the school as per your time slot. This should be strictly followed. Gathering outside the school is not permitted.
- If due to any reason you are unable to come to school, an authorized person with filled-in authority letter can collect the certificates from the school. In such case, duly filled-in authority letter (format attached) has to be submitted to the school by the authorized person.
- Person carrying authority letter should also carry a copy of his resident card.
- One person can collect above documents for multiple students on submitting the authority letter.
- Wear mask and gloves. Follow all the social distancing norms as stipulated by the Government.
- Please check all the documents carefully.
- Children are strictly not allowed.
- You are requested not to park vehicles in front of Omani residences.
- For any queries, please mail to [johnyk@indianschoolsohar.com](mailto:johnyk@indianschoolsohar.com)
- After receiving original mark sheets from the CBSE, parents will be informed through mail.

We wish our students a great career ahead.

Stay Home, Stay Safe...

Warm regards,

Sanchita Verma  
Principal

Date: \_\_\_\_\_

To

The Principal  
Indian School Sohar  
Sultanate of Oman

Subject: Authority Letter to collect Certificates.

Dear Madam,

I \_\_\_\_\_, father/mother of \_\_\_\_\_ of class XII  
section \_\_\_\_ (2019-2020 batch) need **Transfer Certificate , Bonafide  
Certificate** and internet version of mark sheet of my ward.

I authorize the following to collect these certificates on my behalf as I am unable to come and  
collect these documents.

I hereby confirm that the details provided below are correct and I take full responsibility for any  
loss/damage.

Yours Sincerely,

Name of father/mother: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone no. of father/mother: \_\_\_\_\_

**Details of Authorized Person:**

Full Name: \_\_\_\_\_

Resident card No. \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Attested signatures.