



**Department of Mechanical Engineering  
Indian Institute of Technology Guwahati  
Guwahati-781039**

Date:

To

The Head of the Department

Mechanical Engineering

IIT Guwahati

Sub: Verification of Laptop purchase

Dear Sir,

I....., bearing the roll number .....  
purchased a laptop under the equal opportunity (SC/ST/PwD category ) scheme. The details  
of the laptop are as follows:

1. Make and Model.
2. Serial No.
3. Date of purchase:

I certify that all the documents and bills submitted for reimbursement of the laptop are  
genuine and original.

Name of the student \_\_\_\_\_

Signature of the student \_\_\_\_\_

Pl. enclose:

1. Original bills