



OFFICE OF THE PRINCIPAL, SUSHILAVATI GOVT.  
WOMEN'S COLLEGE,  
SECTOR-2, ROURKELA-769006

Email ID : principal.sgwc@gmail.com No: 1652 .....Dt 25.11.16 .....SGWC/2016  
TELEPHONE/FAX NO: 0661-2601314  
NAAC Accredited (B)

From,

Smt. H.P. Mohanty, OES (I)  
Principal I/C  
S.G. Women's College,  
Sector-2, Rourkela-6

To *Sri. A.K. Mallick,*  
Commissioner  
Rourkela Municipal Corporation.  
Rourkela

Sub : Construction of 2 Nos. of toilets ( ten- seated each) for the  
girls students and some tree guards.

Sir,

At the out set, I would like to thank you for sparing your valuable time to be amidst us and address the students on the " Swach Bharat Abhiyan". Sir, this is a girls college having 1700 students. But there is a shortage of toilets in the college. Therefore I would like to request you to kindly take necessary steps for the construction of two numbers of toilets ( ten - seated each) for the girls students.

Further I would request to kindly supply at least 10 tree guards to protect the trees in the college.

Thanking You, .

Yours faithfully

*[Signature]*  
Principal  
S. G. Womens College  
Sector-2; Rourkela-6

Memo No .....1663 .....Dt.....25/11/16.....

Copy to Additional District Magistrate for information & necessary action.

Principal

*Daw*  
*25/11/16*