



**Government of West Bengal**  
**Office of the Principal**  
**Cooch Behar Government Engineering College**  
**Vill.-Harinchawra, Post.- Ghughumari, Dist.-Cooch Behar-736170.**

**Memo No. 06/CGEC/2021**

**Date: 13/01/2021**

**NOTICE**

It is hereby notified that the mark sheet of 2020 pass out batch students will be distributed from 18th Jan, 2021 onwards from the Registrar office. Students may collect the original mark sheet after clearing all dues (College & Hostel) and submitting the complete clearance certificate (Copy enclosed). Students are advised to complete all formalities as mentioned in the clearance certificate with the respective Section/Department. Parents/Guardians on behalf of any student may collect the same with a proper authorization letter from the student in original and a proof of identity.

For any assistance, contact the following persons of the Registrar Office:

Partha Debnath: Phone No: 9064101205

E-mail: parthadebnath7225@gmail.com

Santanu Barman: Phone No: 9832684396

E-mail: cobsantanu@gmail.com

Time: 12 PM to 4 PM, Monday to Friday (Except Holidays).



Principal

Cooch Behar Government Engineering College

**Principal**

Cooch Behar Govt. Engg. College

PO-Ghughumari, Dist- Cooch Beha

Pin-736170, West Bengal (India)

**Date: 13/01/2021**

**Memo No. 06/CGEC/2021**

Copy forwarded for kind information and necessary actions to:

1. Registrar (officiating), Cooch Behar Government Engineering College, Cooch Behar
2. Accounts Officer and D.D.O, Cooch Behar Government Engineering College
3. All HODS, Cooch Behar Government Engineering College
4. Hostel Affairs Committee Coordinator, Cooch Behar Government Engineering College
5. Library in-charge, Cooch Behar Government Engineering College



Principal

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Pin-736170, West Bengal (India)

**COOCH BEHAR GOVERNMENT ENGINEERING COLLEGE**  
**HARINCHAWRA, COOCHBEHAR**

**CLEARANCE FORM**

Name of the student (in capital letter)		Father's Name	
Roll. No.		Registration No.	
Department		Pass out year	
Contact No.		Email	

(Full signature of the student)

Sl. No.	Department / Section	Remarks	Signature with date
1.	HOD of the concerned department		
2.	Establishment / Administration		
3.	Library		
4.	Hostel		
5.	Account		

Final Remarks:

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(Signature of the Registrar)

**Note: It is the responsibility of the student to check with the Offices listed above and obtain a final clearance from the Registrar before leaving Cooch Behar Govt. Engineering College.**

**COOCH BEHAR GOVERNMENT ENGINEERING COLLEGE  
HARINCHAWRA, COOCHBEHAR**

Ref No:

Date:

HOSTEL CLEARANCE FORM

Name of the student (in capital letter)		Registration No.	
Roll. No.		Email	
Department		Contact No.	
Name of Hostel		Room No. / Floor allotted	
Date of admission in the hostel		Date of vacate the hostel	
Reason of vacate			

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(Full Signature of the student with date)

Dues related to Hostel (If any) [YES/NO]	Description of dues	Amount in Rs.
Any other Remarks		

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(Signature and seal of the hostel superintendent/assistant superintendent)