**Annexure II**

**No. Date:**

**To,**

**The Managing Director**

**Info Tech Corporation of Goa Limited**

**IT HUB, 3rd Floor, Altinho, Panaji- Goa**

**Subject: Work Completion Certificate**

**Name of the Client Organization** :

**ITG Project Number** :

**ITG WO Number with Date** :

**Details of Work done** :

**Name of the Service Provider** :

Client Organization to enter Details as per Purchase Order:

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Parameter** | **Details** |
| 1. | Number of Pages Scanned and delivered with Web Enabled low resolution file, OCR of printed pages & Compression 71 % & above | Total: XXX Images (Details Attached as Annexure A) |
| 2. | Manual Data Entry Parameters- Indexing & cataloging | Total: XXXXX Characters |
| 3. | Binding of Documents/ Registers | Total: XXX Books(Details Attached as Annexure A) |
| 4. | Percentage of work completed | 100% |
| 5. | Date of completion of work assigned | XX (0) year |
| 6. | Time taken to complete the work assigned | X month |
| 7. | Satisfaction Level | Satisfactory |
|  | Any Comments/Remarks-**Document Type: XXXX** | Work is Professionally completed satisfactorily |

**User Certification: -**

It is hereby certified that the above services have been provided to our satisfaction & ITG may release the payment against this completed work.

Place: Authorized Signatory:

Date: Name:

Mobile No: Organization Seal:

**Counter Signed by Department official.**

Place: Authorized Signatory:

Date: Name:

Mobile No: Organization Seal:

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**Annexure A- Details of Submission**

