



No: 850

Date: 25.02.26

To

Sri Sibananda Patra  
Sri Ramchandra Pur. W. No.-16  
Baripada - 757001

**Sub: Execution of Lease Agreement for College Canteen and Signing of MoU for a period of One Year**

Sir,

With reference to the approval of the competent authority regarding the lease of the College Canteen, you are hereby requested to execute the formal Lease Agreement for a period of **one (01) year**.

You are further requested to sign the Memorandum of Understanding (MoU) as the Second Party with the First Party, namely M.P.C. Autonomous College, Takhatpur, Baripada, within **7 (seven) days** from the date of issue of this letter.

You are therefore advised to contact the undersigned and complete all necessary formalities within the stipulated period. Failing which, the offer for lease shall be treated as cancelled without any further correspondence.

This is for your information and necessary action.

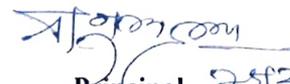
Yours faithfully,

  
25/2/2026  
Principal

M.P.C. Autonomous College  
Takhatpur, Baripada

Memo No: 851 // Date 25.02.26

Copy to Administrative Bursar/ Accounts Bursar/ OIC, Land & Building, Orchard & Canteen Management Committee/ Accounts Section / HC/ Concerned File for record & information.

  
25/2/26  
Principal

M.P.C. Autonomous College  
Takhatpur, Baripada

  
25/02/26