

KAMALA NEHRU COLLEGE

(University of Delhi)

AUGUST KRANTI MARG, NEW DELHI-110049

Application for refund of College & Library caution Money Rs.

The Principal,
Kamala Nehru College,
August Kranti Marg,
New Delhi-110049.

Received Rs.
Signature
Date

Madam,

This is to request you to kindly refund my caution money. I give the relevant particulars about myself :-

1. Name (in Capital Letter) Roll No.
2. Class & Section in which studied last
3. Year of admission in the college
4. Year of leaving
5. Reason for leaving
6. Address
7. Mobile

Note :

Caution Money may be Collected between
10.00 A.M. to 1. 00 P.M. on any working day.

Yours faithfully

Date.....20

Signature of Student

Note : The student before submitting this application must clear all dues, fees etc., return all college property viz, Library Book, Library Cards, Books, given to her from students welfare fund, Sports Articles and any other College property in her possession. She has to get following clearance chit filled in by the Office & Library etc.

Application received without this will not be considered

CLEARANCE CHIT

1. Dues fees paid upto Cashier
2. Library Books, Cards, Magazine etc. Librarian
3. Games & sports Property D.P.E.
4. N.C.C./N.S.S. Teacher Incharge
5. Psy/Geo. Lab Teacher Incharge
6. Identity card Asstt. Concerned
7. Name Struk Off From Dealing Asstt./S.O. Admns.

Principal

Noted : at page No.

Date

Rs. Refunded to her by cash/cheque No. Dated