

Clearance Certificate for the Refund of Refundable Security Deposit

Respected Sir,

1. I, \_\_\_\_\_ of BE (IT/Comp/E&TC/Mech) have completed my BE in that year..... at the time of admission, I have deposited a sum, of Rs. \_\_\_\_\_/- as refundable security deposit. You are requested to do the needful for refund of the same. Necessary details are furnished as under:-

(a) I Card No/Reg. No \_\_\_\_\_ (b) Batch \_\_\_\_\_

(c) Year of Pass Out \_\_\_\_\_ (d) Father Name & Rank \_\_\_\_\_

(e) Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Information required for RTGS/NEFT to parent Account)

(i) Father's Name (Name as per Bank record) \_\_\_\_\_

(ii) Father' Bank A/C No \_\_\_\_\_ (iii) IFSC Bank Code \_\_\_\_\_

(iv) Re enter Father' Bank A/C No \_\_\_\_\_ (v) Re-enter IFSC Bank Code \_\_\_\_\_

(vi) City \_\_\_\_\_ (vii) Name of Bank & Branch \_\_\_\_\_

(g) Submission of Original I Card: Yes/No  
(Rs 1500/- will be deducted as fine for Non submission of Identity Card)

(h) Clearance

(i) Library \_\_\_\_\_ (ii) Central Store \_\_\_\_\_ (iii) Accounts Dept \_\_\_\_\_

(iv) Student Section \_\_\_\_\_ (v) OAC \_\_\_\_\_ (vi) Fruit Shop \_\_\_\_\_  
(Registrar office)

(vii) Stationary Shop \_\_\_\_\_ (viii) Laundry \_\_\_\_\_ (ix) Server Administrator \_\_\_\_\_

(x) Email Administrator \_\_\_\_\_ (xi) ERP & Moodle Administrator \_\_\_\_\_ (xii) NCC \_\_\_\_\_

(xiii) Physical Director \_\_\_\_\_ (xiv) Trg Plmt Office \_\_\_\_\_  
(Alumni Charges deduction :Yes/No)

(xv) Warden/Rector \_\_\_\_\_ (xvi) HOD \_\_\_\_\_ (xvii) Food Court \_\_\_\_\_

(j) Fine/Processing Charges (if any) - Yes/No: \_\_\_\_\_

Signature \_\_\_\_\_

Name of the Student \_\_\_\_\_

Contact Number \_\_\_\_\_

Date :-----

Signature of Joint Director

*(This certificate is to be submitted for receiving Mark sheet, Passing Certificate, TC and Refund of Security Deposit)*