

# APPLICATION FOR REFUND OF CAUTION MONEY

Date: \_\_\_\_\_

To,  
The Principal,  
BITT Polytechnic,  
Getlatu, Ranchi.

Respected Sir,

## **Sub. : Application for the refund of caution money.**

I wish to state that I have completed / discontinued / surrendered the seat of *(strike off whichever is not applicable)* the Diploma Engineering Course (Branch \_\_\_\_\_) in the year \_\_\_\_\_ of the session \_\_\_\_\_. I, therefore, request you to kindly release the Institute Caution Money, of Rs. \_\_\_\_\_ paid vide receipt No. \_\_\_\_\_, dated \_\_\_\_\_, with due procedure and oblige.

### **Student's Details**

1. Full Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Registration No. : \_\_\_\_\_ 4. Institute Roll No. \_\_\_\_\_
4. Mobile No.: (a) Student \_\_\_\_\_ (b) Parent/Guardian \_\_\_\_\_
5. Address for Correspondence *(Cheque/DD will sent on this address only)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Bank Account Details (Attach photocopy of Pass Book / Cancelled Cheque)**

1. Account Holder's Name (STUDENT) : \_\_\_\_\_
2. Name of the Bank: \_\_\_\_\_
3. Bank Branch Name & Address : \_\_\_\_\_
4. Account No. : \_\_\_\_\_ 5. IFSC Code No. : \_\_\_\_\_

Yours Sincerely,

**(Student's Name & Signature)**

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**(Clearance from the Accounts Department)**

Mr./ Ms. \_\_\_\_\_ has no outstanding dues / liability.

Accountant / Asst. Accountant

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**(Clearance from the Library)**

Mr./ Ms. \_\_\_\_\_ has no outstanding dues / liability.

Librarian / Asst. Librarian

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**(Clearance from the Department)**

Mr./ Ms. \_\_\_\_\_ has no outstanding dues / liability.

Head, Deptt. of \_\_\_\_\_

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**(Clearance from the Administration)**

Forwarded to the Accounts Department for release of Caution Money, stated above, in favour of the applicant.

Asst. Registrar

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Refunded Rs. \_\_\_\_\_, as recommended, vide Cheque /

DD No. \_\_\_\_\_, dated \_\_\_\_\_.

Accountant / Asst. Accountant

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**NOTE:** 1) Student should attach (i) Original Identify Card, (ii) Original Fee Receipt by which the student has paid Caution Money, (iii) Self-attested photocopy of Pass Book / Cancelled Cheque, and (iv) Self-attested photocopy of sixth semester mark sheet *(if applicable)*.

2) Duly filled-up Application Form with all supporting documents to be deposited at the Accounts Section Counter, BITT Polytechnic.