

To
The Principal
Technique Polytechnic Institute,
Panchrokh, Sugandhya, Hooghly,
PIN – 712102

Sub: Application for Refund of Caution Deposit

Respected Sir,

I, _____ (Student ID: _____), a student passed in the year _____, had got admission in _____ stream in 1st yr / 2nd yr / PT-EE in the Academic Session _____. I had deposited an amount of Rs. _____ (In Words: _____) as Caution Money which is refundable.

So, I would be highly obliged if you make the arrangement and refund the same.

Details of Bank Account for transfer of the fund through RTGS/NEFT/Direct Transfer (to be filled in **BLOCK LETTER** only):

1. Beneficiary Name: _____
2. Beneficiary Account No. _____
3. Name of the Bank: _____ 4. Branch Name: _____
4. IFS Code: _____

Thanking You.

Yours' Faithfully,

(Full Signature of the Applicant)

Contact No: _____

Clearance from Library to be taken by the student:

Clearance(Amount to be deducted if Any)	Signature with Date

Enclosure: 1. Original Money Receipts provided at the time of Admission, 2. Supporting Documents for Bank Account

.....**For Office Use**

1. Academic Clearance:

Current Academic Status (with Remarks):	Signature with Date

2. Clearance from Account Department:

Final Clearance
Signature with Date:

5. Passed for Refund:

Passed By