



Government of NCT of Delhi
RAJOKARI INSTITUTE OF TECHNOLOGY
RAJOKARI, NEW DELHI-110038
Phone no. 011-24124837
Email: rajokariinstitute@gmail.com

**APPLICATION FOR REFUND OF SECURITY DEPOSIT WHILE LEAVING THE
RAJOKARI INSTITUTE OF TECHNOLOGY, RAJOKARI, NEW DELHI – 110038**

TO,
THE PRINCIPAL
RAJOKARI INSTITUTE OF TECHNOLOGY
RAJOKARI, NEW DELHI – 110038

Sir/Madam,

As I have left/passed out this institute, my security deposit may please be refunded.

I have received all my original certificates from academic cell. I am hereby submitting the following requisite document for security refund.

S.No.	Name of the document	Details/ Remarks
1	No dues Form	
2	Identity card (Original)	
3	ECS Form (2 copies)	
4	Cancelled cheque (2 copies)	

Yours Faithfully

Board Roll No.:

Date:

(Signature)

Address: _____

Name _____

Present
Roll NO. _____

Mobile NO. _____



Government of NCT of Delhi
RAJOKARI INSTITUTE OF TECHNOLOGY
RAJOKARI, NEW DELHI-110038
Phone no. 011-24124837
Email: rajokariinstitute@gmail.com

No Dues Certificate

Name of Student: _____

Father's Name: _____ Mobile NO. _____

BTE Roll No. : _____ Class Roll NO. _____

Permanent Address: _____

1. Library: i)ii)
2. Sports Incharge: _____ 3. Caretaker: _____
4. SC/ST Incharge: _____ 5. Proctor: _____
6. Computer Lab: i)._____ ii)._____ iii)._____ iv)._____
7. Electronics Lab: _____ 8. Physics Lab : _____
9. Workshop: _____ 10. Academic Cell: _____
- 11.HOD : _____ 12.Cashier : _____

I hereby declare that I have not submitted the documents earlier for security refund. I further declare that I will not claim for security refund more than one time. If I found guilty at any stage, I will be solely responsible for that and any disciplinary action may be taken against me. My diploma certificate may be forfeited.

Yours faithfully,

Student Sign.

Date-

Nothing is due against the above student. His/Her security deposit may be refunded.

Principal

Note: Student has to submit Institute Identity card and original cancelled cheque along with the no dues form.

Security deposit of Rs. _____
has been refunded to the student vide cheque no. _____ dated
_____ personally/ECS.

Cashier

DDO

Government of NCT of Delhi
RAJOKARI INSTITUTE OF TECHNOLOGY
RAJOKARI, NEW DELHI-110038
Phone no. 011-24124837
Email: rajokariinstitute@gmail.com

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
MODEL MANDATE FORM

**STUDENT'S OPTION TO RECEIVE REFUNDABLE SECURITY DEPOSIT
THROUGH CREDIT CLEARING MECHANISM**

1. NAME OF STUDENT : _____
(AS APPEARED ON THE BANK PASSBOOK)
2. DEPARTMENT: _____
3. BOARD ROLL NO.: _____
4. CLASS ROLL NO.: _____
5. MOBILE NO. : _____
6. PARTICULARS OF BANK
 - A) BANK NAME: _____
 - B) BRANCH NAME: _____
ADDRESS _____

 - TELEPHONE NO. _____
 - C) 09 – DIGIT MICR NO. OF BANK & BRANCH : _____
IFSC CODE _____ APPEARING ON
CHEQUE ISSUED BY THE BANK
 - D) ACCOUNT TYPE (S.B. ACCOUNT/ CURRENT ACCOUNT OR CASH
CREDIT WITH CODE 10/11/03): _____
 - E) ACCOUNT NO. (AS APPEARING ON THE CHEQUE BOOK):

NOTE: Please attach a blank cancelled cheque or photocopy of a cheque or front page of your saving bank passbook issued by your bank for verification of the above particulars.

7. DATE OF EFFECT

I, hereby declare that particulars given above are correct and complete.

Date: _____

(Signature of the student)