



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/ Sequence of document	Details/ Remarks
1	Identity card (Original)	
2	No dues Form	
3	Cancelled cheque/ Passbook details	
4	ECS Form	

Note: Students should submit two sets of all above documents (one original and one copy) as per the above sequence.

Yours Faithfully

Board Roll No.:

Date:

(Signature)

Address: _____ Name _____

BTE Roll no. _____

Mobile no. _____



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No Dues Certificate

BTE Roll No. : _____ Department: _____

Name of Student: _____

Father's Name: _____ Mobile No. _____

E-mail ID: _____

Permanent Address: _____

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

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

Remark: Students must have retained one copy of no dues certificate for their own record.

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

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
MODEL MANDATE FORM

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

1. BOARD ROLL NO.: _____
2. DEPARTMENT: _____
3. NAME OF STUDENT : _____
(AS APPEARED ON THE BANK PASSBOOK)
4. FATHER'S NAME: _____
5. E-MAIL ID: _____
6. MOBILE NO. : _____
7. PARTICULARS OF BANK
 - A) ACCOUNT NO. (AS APPEARING ON THE CHEQUE BOOK):

 - B) IFSC _____ APPEARING ON CHEQUE ISSUED
BY THE BANK
 - C) MICR NO.: _____ APPEARING ON CHEQUE
ISSUED BY THE BANK
 - D) BANK NAME: _____
 - E) BRANCH ADDRESS: _____

TELEPHONE NO. _____
 - F) ACCOUNT TYPE (S.B. ACCOUNT/ CURRENT ACCOUNT OR CASH
CREDIT WITH CODE 10/11/03): _____

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

8. DATE OF EFFECT

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

Date: _____

(Signature of the student)