

APPLICATION FORM FOR NO DUES CLEARANCE CERTIFICATE FOR REFUND OF SECURITY.

To,

The Director-Cum-Principal,
HICT Shiksha Mahavidyalaya
Gwalior (M.P).

Sir,

1. My personal Particulars are as below:

Name:.....
S/o /D/o.....
Course/Branch.....
Admitted in the academic Year.....
Enrollment No:.....
Permanent Address:
.....
Telephone No with STD Code.....
Mobile No.....
Email.....

2. I am leaving the college on completion of my Diploma/Degree with/without completion of the course.

3. Certified that I have paid all the dues to the Institute and nothing is outstanding to pay or deposit any item/document/book to my department or any other department/section of the Institute.

4. Please issue no dues Certificate and refund the security amount through NEFT/RTGS in my account whose details are provided below.

Yours faithfully,

Student's Signature

Date:

IMPORTANT INSTRUCTIONS

Please enclose the following document with this application.

1. Original student ID card (If ID Card lost, then payment receipt of Rs.100/- issued by the Account Section.)
2. Photocopy of all fees slip (If lost, then enclosed the Affidavit)
3. Photocopy of pass book and cancelled cheque of the applicant.

Sl. No	Department/Divisions/LAB	Dues if any	Signature of Official/Staff
1	Account Section		
2	Library		
3	Science Lab		
4	Psychology Lab		
5	Computer Lab		

Forwarded for disbursement of the security deposit of Rs __ after deduction of Rs__
on account of damages caused as detailed above.

HOD,[Diploma/B.Tech/M.Tech
(Technical)

Dean (Academics)/Dean