

# SARDAR PATEL UNIVERSITY



Code No:40081

Date:

The Registrar  
Sardar Patel Univeristy  
Vallabh Vidyanagar -388 120

## Subject : Refund of Caution Money Deposit

Sir,

I was a student of this University pursuing my studies for \_\_\_\_\_  
Course during the academic year/s\_\_\_\_\_.At the time of admission to the post Graduate  
Department of \_\_\_\_\_I had paid Rs. \_\_\_\_\_ toward Caution  
Money Deposit Vide Receipt No. \_\_\_\_\_ Date\_\_\_\_\_. Since I have completed /  
discontinued my studies from \_\_\_\_\_kindly arrange to refund my  
Caution Money Deposit at the address given below and oblige.

**FEE RECEIPT IN ORIGINAL TOWARDS THE AMOUNT PAID BY ME AS CAUTION MONEY  
DEPOSIT IS ATTACHED HEREWITH.**

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your faithfully,

Pin Code: \_\_\_\_\_

### REMARKS OF THE HEAD OF THE DEPARTMENT, S.P. UNIVERSITY

Shri / Smt. \_\_\_\_\_has  
completed the terms prescribed/left the studies from \_\_\_\_\_ and as there are no  
dues to be recovered from him/her I have no objection if the Caution Money Deposit is refund to  
him/her.

Vallabh Vidynagar,  
Date\_\_\_\_\_

Signature of the Head of the Department

### REFUND ORDER

Shri / Smt. \_\_\_\_\_was a student of this University, pursuing  
his/her studies for \_\_\_\_\_ course during the academic year/s\_\_\_\_\_. It has been  
verified that he/she paid Rs. \_\_\_\_\_ towards Caution Money Deposit under Receipt No. \_\_\_\_\_  
Date\_\_\_\_\_.

Since the University Head of the Department certifies that he/she has  
completed/discontinued his/her studies, and there are no dues to be recovered from his/her, it is  
ordered that an amount of Rs. \_\_\_\_\_ be refunded to Shri / Smt. \_\_\_\_\_  
at his/her cost, if it is not refunded earlier.

No. D/10/  
Vallabh Vidyanagar  
Date\_\_\_\_\_

DEPUTY REGISTRAR

Forwarded to the Accounts Section for information and necessary action. The amount may be  
refunded if not refunded earlier.

Vr. No. :

Date :

Pay to \_\_\_\_\_  
Rs. \_\_\_\_\_ (Rs. in words) \_\_\_\_\_

Checked by

Dy. Accountant

Chief Accounts Officer

Registrar