

# SARDAR PATEL UNIVERSITY



Code No:40077

Date:

The Registrar  
Sardar Patel Univeristy  
Vallabh Vidyanagar -388 120

## Subject : Refund of Library Deposit

Sir,

I was a student of this University reading for \_\_\_\_\_ from the academic year/s \_\_\_\_\_ At the time of admission to the post Gradute Department of \_\_\_\_\_ I had paid Rs. \_\_\_\_\_ toward Library Deposit Vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_. Since I have completed / discontinued my studies from \_\_\_\_\_ kindly arrange to refund my Library Deposit at the address given below and oblige.

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

ADDRESS

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

Your faithfully,

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

## REMARKS OF THE LIBRARIAN, S. P. UNIVERSITY

Shri / Smt. \_\_\_\_\_ has returned his/her two/six reader's tickets and there are no dues outstanding against his/her name in his/her library account.

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

Signature of the Librarian

## REFUND ORDER

Shri / Smt. \_\_\_\_\_ was a student of this University, pursing his/her studies for \_\_\_\_\_ course during the academic year/s \_\_\_\_\_. It has been verified that he/she had paid Rs. \_\_\_\_\_ towards Library Deposit under receipt No. \_\_\_\_\_ Date \_\_\_\_\_.

Since the University Librarian certifies that there are no dues outstanding against his/her Library account, it is ordered that an amount of Rs. \_\_\_\_\_ be refunded to Shri / Smt. \_\_\_\_\_ at his/her cost.

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