

SARDAR PATEL UNIVERSITY



Code No:40077

Date: _____

The Registrar
Sardar Patel University
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 Graduate 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 Vidyanagar,
Date _____

Signature of the Librarian

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 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

Instructions:

Please Attach the following Documents with Library Deposit Refund Form

1. First Semester Fee Receipt
2. Library I-Card
3. Xerox copy of Last Semester Mark Sheet