

**GOVT. POLYTECHNIC FOR WOMEN, SECTOR-10 D, CHANDIGARH.  
(RELEASE OF SECURITY DEPOSIT)**

To

The Principal,  
Govt. Polytechnic for Women,  
Chandigarh.

Madam/Sir,

I have completed my course or leaving the Institution w.e.f. \_\_\_\_\_  
due to some unavoidable circumstances.

It is requested that my security may please be credited into the  
following Bank Account. My details are filled as below:-

Registration No. \_\_\_\_\_ Yours faithfully,  
Name \_\_\_\_\_  
(Block letter)  
Address \_\_\_\_\_

**(Detail of Bank Account in which security is to be credited)**

**Mandatory to fill all the 8 columns mentioned below otherwise security will be  
forfeited.**

1. Account Holder i.e. Student Name (Please specify the name as on passbook)  
\_\_\_\_\_
2. Bank Account no. of student \_\_\_\_\_
3. Bank Name \_\_\_\_\_
4. Place \_\_\_\_\_
5. IFSC Code \_\_\_\_\_  
(Please attach photocopy of front page of passbook/cancelled cheque Mandatory)
6. Aadhar No. \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Amount of security to be refunded after deduction of fine, if any \_\_\_\_\_

Please credit my security amount for Rs. \_\_\_\_\_ (Rs.  
\_\_\_\_\_ ) into my bank account given above:

Signature of the student  
Deptt./Sem. \_\_\_\_\_

Signature of the Payee attested by  
Head of Deptt./Gazetted officer/O/Inch.  
\_\_\_\_\_

**(For office use only)**

Passed for payment of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ )

Admission No. \_\_\_\_\_ Cash Book No. \_\_\_\_\_ Dated \_\_\_\_\_

(SFC)

Principal,  
Govt. Polytechnic for Women,  
Chandigarh.

Paid and cancelled at C.B.P. No. \_\_\_\_\_

**GOVT. POLYTECHNIC FOR WOMEN, SECTOR-10 D, CHANDIGARH.  
(NO DUE CERTIFICATE / NO DEMAND CERTIFICATE FOR STUDENTS)  
(FOR SECURITY REFUND)**

ADMISSION NO. \_\_\_\_\_ ACADEMIC SESSION \_\_\_\_\_

Note: No Demand Certificate is to be submitted by all the students at the time of collection of examination Roll No. from the office while leaving the Institute.

Ms. \_\_\_\_\_ D/o \_\_\_\_\_  
student of course \_\_\_\_\_ semester/year \_\_\_\_\_ at Govt. Polytechnic for Women, Sector-10 D, Chandigarh, is leaving the Institute after appearing in the final year Exam/Re-appear \_\_\_\_\_ on her own accord. The officer/officials of the following department may give No Demand Certificate for settlement of her account for security refund (please write if any thing is due against her).

| Sr. No. | Teacher | Equipment | Book | Fine | Misc. | Any other | Sig. |
|---------|---------|-----------|------|------|-------|-----------|------|
|---------|---------|-----------|------|------|-------|-----------|------|

1. HOD/Officer Incharge \_\_\_\_\_
2. Tutor/Class Incharge \_\_\_\_\_
3. Librarian \_\_\_\_\_
4. Jr. Librarian/Lib. Restorer \_\_\_\_\_
5. NCC Officer \_\_\_\_\_
6. H/W/ H/Supdt. \_\_\_\_\_
7. Secretary, Student Fund \_\_\_\_\_
8. Accountant, St. Fund/ M. Fund \_\_\_\_\_
9. Canteen Contractor \_\_\_\_\_
10. Tuck Shop \_\_\_\_\_
11. Cyber Café \_\_\_\_\_

Please issue the examination Roll no. to the student as nothing is due against her a per report given below. Her attendance is complete and she fulfil all the conditions for appearing in the examination of State Board of Technical Education Punjab.

Head of Deptt./Office Incharge  
Govt. Polytechnic for Women,  
Sector-10 D, Chandigarh.