

USE CAPITAL LETTER WHILE FILL UP THE FORM

# Maharaja Surajmal Institute

C-4, Janak Puri, New Delhi - 110058

To  
The Director  
Maharaja Surajmal Institute  
C-4, Janak Puri, New Delhi

Sir,

I \_\_\_\_\_ son /daughter of \_\_\_\_\_  
who was a student of \_\_\_\_\_ Enrolment No. \_\_\_\_\_ have completed  
my course in the academic session \_\_\_\_\_.

It is, therefore requested that the Caution Money of Rs. \_\_\_\_\_ deposited by me at the time of  
admission vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ be refunded to me.

The required No Dues Certificate from all concerned is appended below.

Yours faithfully

Signature with Name and Address

Date \_\_\_\_\_

## NO DUES CERTIFICATE

	<u>Remarks</u>	<u>Signature</u>
Teacher In-charge	_____	_____
Library	_____	_____
Head of the Department	_____	_____
Hostel Mess In-charge	_____	_____
Accountant / Cashier	_____	_____
Admn. Officer	_____	_____
Director	_____	_____

Signature of student  
with revenue stamp & date

### Encl :

1. Original Receipt of the Caution Money.
2. Identity Card of Both College & University.
3. In case of Original Receipt of the Caution Money is misplaced somewhere. The matter should be written in a Stamp Paper of Rs.10/- and the same must be certified by a Notary Public.

4. NEFT FACILITY IS ALSO AVAILABLE (Enclosed a Cancelled cheque)

# MAHARAJA SURAJMAL INSTITUTE

C-4, JANAK PURI, NEW DELHI-110058

(To be filled and supplied alongwith No-Dues /Clearance Certificate)

Your precise information will help us in creating data base

Please paste  
Colored  
Photograph

Name : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_ Batch: \_\_\_\_\_

Course (BBA/B.Com/ BCA/ B.Ed): \_\_\_\_\_ Shift: \_\_\_\_\_

Student's Contact No.: \_\_\_\_\_

Father's Contact No. : \_\_\_\_\_ Mother's No. \_\_\_\_\_

Student's Personal Email ID: \_\_\_\_\_

Permanent Address : \_\_\_\_\_

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

## Additional Information

Placement : Yes / No

If Yes, Name of the Company : \_\_\_\_\_

Whether opted for higher studies : Yes / No

If Yes, give details : College: \_\_\_\_\_

Course: \_\_\_\_\_ University: \_\_\_\_\_

Whether opted for own business : Yes / No

Mention the details : \_\_\_\_\_

Have you cleared any examination such as CAT/ MAT/PO/UPSC/ CTET/Any other if yes, kindly mention the details (with year of passing): \_\_\_\_\_

Have your received any Appreciation / Gold Medal / Exemplary Performance Certificate (Please attach photograph) : Yes / No

Dated:

Signature of the Student



# Indian Overseas Bank

C Block, Janakpuri, New Delhi - 110058

## NEFT / RTGS REQUEST

**SENDER**  
(FOR OFFICE USE)

**RECEIVER**  
(FOR STUDENT)

- 1. NAME .....
- 2. A/C No. ....
- 3. AMOUNT .....
- 4. CHARGES .....
- 5. TOTAL .....
- 6. SIGN .....
- 7. MOB. ....

- 1. NAME .....
- 2. A/C No./SB/CDCC .....
- 3. BANK NAME .....
- 4. IFSC CODE .....
- 5. BRANCH .....

UTR NO. .... (FOR BRANCH USE)



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UTR NO. .... (FOR BRANCH USE)

## SPEED POST REQUEST

1. NAME : \_\_\_\_\_

2. ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN CODE : \_\_\_\_\_

3. DELHI/ OUTSIDE DELHI: \_\_\_\_\_

4. PHONE NUMBER: \_\_\_\_\_

Signature of student