



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/P/

Date.....

FORM FOR "NO DUES"

Vr No.....Dt.....

Encl.....CBP No.....

1. Name of the Student :
2. College Roll Number :
3. Course and Class :
4. Academic Year :

This is to certify that the student named above has returned the materials and paid all the College dues (Wherever applicable):-

- | | |
|-----------------------------------|-----------------------------------|
| 1. Librarian | 9. Chemistry Laboratory |
| 2. Director of Physical Education | 10. Bio-Chemistry Laboratory |
| 3. Department Book Bank | 11. Physics Laboratory |
| 4. Cashier/S.O.(Accounts) | 12. Electronics Laboratory |
| 5. Botany Laboratory | 13. Statistics Laboratory |
| 6. Zoology Laboratory | 14. Bio-Chemical Technology |
| 7. Computer Laboratory | 15. Mathematics Laboratory |
| 8. Botany/Zoology Museum | 16. Hostel Warden (if applicable) |
| | 17. Receipt of Identity Card |

REMARKS FROM THE DEPARTMENT(S),IF ANY, FOR PAYMENT

- 1.
- 2.

Signature of the Teacher-in-Charge

Dealing Assistant

Section Officer (Administration)

Administrative Officer

Principal's Order for Issue of the Admission Ticket

:: YES/NO

Principal

UNDERTAKING

I have withdrawn the Admission/Completed the Course/Left the College. Please refund the dues admissible to me as against the payment made by me at the time of my admission during the Academic Year.....

Date

Signature of the Student

DETAILS OF REFUND

1.	Annual Charges	Rs
2.	Security Deposit	Rs
3.	Enrolment Fee	Rs
4.	Athletic Association Fee	Rs
5.	Development Fee	Rs
6.	Any other	Rs

Important Notes:-

1. Please tick whichever is applicable.
2. Withdrawal of Admission / Refund of Caution/Security Deposit form is required to be filled in Duplicate.
3. Attach "No Dues Certificate".
4. Fee refund will be only through Bank transfer. Please provide the following mandatory details for further necessary action:-
 - a) Name of the Account holder :: -----
 - b) Account Number :: -----
 - c) Bank Name & Branch :: -----
 - d) I.F.S.C CODE :: -----
 - e) M.I.C.R Code :: -----

Important Note :- "No Dues Certificate" is compulsory if admission is withdrawn after 31st July.

FOR OFFICE USE ONLY

Passed for Rs.....(Rupees.....)and has been entered in T.F.R.

Number.....Page Number.....

Cashier Section Officer (Accounts) Administrative Officer Bursar Principal

RECEIPT (if applicable)

Received Rs.....(Rupees.....)vide Cheque
Number.....dated.....

Signature of the Student/Authorized Person

Address.....

.....
.....