

Institute of Home Economics
(University of Delhi)
F-4, Hauz Khas Enclave, New Delhi-110016

Application for Refund of College & Library Caution Money Rs.....

The Principal,

Institute of Home Economics
F-4, Hauz Khas Enclave
New Delhi-16

Received Rs.....
Signature
Date

Madam,

This is to request you to kindly refund my caution money. I give the relevant particulars about myself:-

1. Name (in Capital Letter) Roll No.
2. Class & Section in which studied last
3. Year of admission in the college
4. Year of leaving
5. Reason for leaving
6. Address

Note:

Yours faithfully

**Caution Money may be collected between
02:00 to 04:00 on any working day.**

Signature of Student

Date

Note : The student before submitting this application must clear all dues, fees etc., return all college property viz, Library Book, Library Cards, Books, given to her from students welfare fund, Sports Articles and any other College property in her possession. She has to get following clearance chit filled in by the office & Library etc.

Application received without this will not be considered

CLEARANCE CHIT

1. Dues.....fees paid upto Cashier.....
2. Library Books, Cards, Magazine etc.....Librarian
3. Games & Sports Property.....H.O.D.....
4. N.C.C./N.S.S.....Teacher Incharge.....
5. (a). Lab 1.Teacher Incharge.....
(b). Lab 2.Teacher Incharge.....
(c).Lab 3.Teacher Incharge.....
(d). Lab 4.Teacher Incharge.....
(e). Lab 5.Teacher Incharge.....
6. Identity Card.....Asstt. Concerned
7. Name Struck off fromDealing Asstt/S.O. Admns.....

Principal.....

Noted: at Page No.....

Dated.....

Rs.....Refunded to her by chequeDated.....