

**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

<b>Received Rs.....</b>
<b>Signature .....</b>
<b>Date .....</b>

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 from .....Dealing Asstt/S.O. Admns.....

Principal.....

Noted: at Page No.....

Dated.....

Rs.....Refunded to her by cheque .....Dated.....