

GOVT. POLYTECHNIC, HISAR
(Hostel Security Refund Form)

To
The Principal
Govt. Polytechnic
Hisar

Paste Your Latest
Passport Size
Photograph with
Roll No.

R/Sir,

With due respect, I want to state that I have left the hostel. I have deposited all items issued to me in proper condition to Asstt. Hostel Warden and cleared my hostel and mess dues. Further I request to you that kindly refund my hostel security i.e. (Rs.- _____) in below mention account through NEFT/RTGS/Cheque.

Name of Bank _____ A/c No. _____

Bank Branch _____ IFSC Code _____ Mobile No. _____

Note

Security refund application will be process in 1st week of every month for the applications received in previous month.

Yours Obediently

Name: _____

Branch: _____

Roll No.: _____

Room No: _____

Part - II

Certified that the above hostel student had deposited the mess bill and nothing is due toward him.

(Mess/Contractor with seal)

Certified that the above hostel student had deposited the items to him in proper condition and nothing is due towards him.

(Assistant Hostel Warden)

Part - III

Received NEFT/RTGS/Cheque No. _____ dated _____ of
Rs. _____ from the Principal, Govt. Polytechnic, Hisar.

Sign. Of Student

Hostel Warden

Principal

Attached Copy:

1. Original security fee slip/Photo copy
2. Aadhar Card Copy or Institute Identity Card
3. Crossed blank cheque or Front page with account and IFSC Code of Bank Pass Book.