

To

The principal
Lala Hans Raj Gupta ITI
New Delhi-110040

Subject: Request for the Refund of Caution Money

Sir,

I was a trainee of this Institute and undergone training from August..... to July.....
I have successfully completed my training.

I, therefore, requests you to refund the Caution Money of Rs. 500/- (Rupees Five hundred only) which was deposited by me at the time of admission in the institute. The clearance certificate is obtained and along with the bank details is attached herewith.

Thanking You

Yours Faithfully

Signature.....

Name

Trade

Date.....

Roll No.

(Note: The trainees **Own Bank Details** are to be attached at the time of submitting this request)

Clearance Certificate for Refund of Caution Money

Certified that nothing is due against Mr./Ms.

Trade..... Roll No.

Concerned Craft Instructor Sign..... Name.....

Library In charge Sign. Name.....

Sports in charge Sign. Name.....

Time Keeper In charge SignName.....

Certified that the above trainee has successfully completed his training and the Caution Money of Rs. 500/- (Rupees Five hundred only) may be refunded to him.

Group Instructor.....

Name.....

(PRINCIPAL)

An amount of Rs.500/- (Rupees Five Hundred Only) is refunded against Caution Money to the above trainee on..... vide Cash Book Entry Page No.....

Cashier

AAO

DDO

ELECTRONIC CLEARING SERVICE (E C S)

(CREDIT CLEARING)

PARTICULARS OF TRAINEE / STUDENT BANK ACCOUNT

(PLEASE ATTACH PASS BOOK PHOTO COPY OR A CANCELLED CHECQUE)

1. NAME OF TRAINEE / STUDENT _____
2. TELEPHONE/MOBILE NO. _____
3. ROLL NO. _____
4. TRADE (NCVT/SCVT) _____
5. SESSION _____
6. PASSING YEAR _____

BANK ACCOUNT DETAIL (TO BE VERIFIED FROM THE BANK)

1. NAME AS IN BANK A/C _____
2. BANK NAME _____
3. BRANCH ADDRESS _____
4. BANK TELEPHONE NO. _____
5. M.I.C.R. (9 DIGIT NUMBER) _____
6. IFSC CODE _____
7. BANK A/C TYPE (SAVING/CURRENT) WITH CODE 10/11/13 _____
8. BANK A/C NUMBER _____

**(SIGNATURE OF TRAINEE /
BANK A/C OPERATOR AS IN BANK)**

**(SIGNATURE OF BANK MANAGER
WITH SEAL)**

DATE :.....