

**APPLICATION FORM FOR REFUND OF LIBRARY SECURITY**

(To be submitted within one year from the date of leaving the Department after completion of course i.e. before July, 15 of next year)

To

Head,  
Department of Distacne Education,  
Punjabi University, Patiala.

**SUB. : REFUND OF LIBRARY SECURITY**

Dear Sir,

I was a student of ..... (name of the course/class) during the Academic Session..... and I have completed the course. I had deposited Rs. 735/- as Library Security alongwith tuition fees and other funds at the time of admission.

Since I am not to continue my studies in your Department any more, the amount of Rs. 735/- deposited by me as Library Security may kindly be refunded to me at the earliest.

Yours faithfully

..... (in English)

..... (in Punjabi)

Signature of the Candidate

Name.....

D.E. Roll No.....

Father's Name.....

Session.....

Address.....

.....

Date.....

.....

Mobile Number .....

After verification of record it is certified :

- (i) The student D.E. Roll No.....had deposited a total of Rs.....vide Receipt/D.D. No..... dated..... at the time of taking admission to.....(Course/ Class) during the Academic Session.....out of which Rs. 735/- was Library Security.
- (ii) The application of the candidate had been received in time.
- (iii) Nothing is due against the candidate as per report of the Library Incharge and Accounts Branch. Sanction may kindly be accorded for the refund of Rs. 735/- as Library Security to the candidate.
- (iv) The refund of this candidate has not been received previously.

Clerk/Assistant.....

Supt (Admission)

Yes

Assistant.....

Assistant Registrar