

To
The Principal
B. P. Poddar Institute of Management & Technology
EN-31, Sector-V, Salt Lake City
Kolkata - 700 091.

Sub. : Refund of Caution Money (Amount : _____)

Ref. : **Student Name** _____
(in block letter)
College Roll No. _____ Stream _____
Contact No. _____ Pass-out Year _____

Dear Sir,

This is to bring to your kind attention that the undersigned, a student of this Institute has just completed the course of _____ during the year from _____ to _____ and request you to refund the said amount which was deposited at the time of admission.

I also declare that I have paid all the dues of the college and returned the Library Books taken by me.

I attach the following documents :

1. Copy of the Clearance Certificate issued by the College.
2. Copy of Money receipt issued at the time of admission.
3. Copy of a cancelled cheque Leaf OR copy of Pass Book (1st Page).

I would request you to refund me the Caution Deposit to the credit of my Bank Account as mentioned below through NEFT system.

Details of my Bank Account (Block Letter)

Name of Account Holder _____
Account Holder Address _____
CBS A/c No. : _____ IFSC Code _____
MICR No. : _____
Bank Name _____ Branch _____
Branch Address _____

(Full signature of the student with date)

Encl. (Pl. mention if any)

- i)
- ii)
- iii)