Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi – 110058

No dues Form

(Required for Consolidated Marksheet, Provisional degree, Degree and Security Money)

To
The Director
Maharaja Surajmal Institute
C-4, Janakpuri, New Delhi

Sir,

I _____ son /daughter of _____

who was a student of _____ Enrolment No. _____ have completed my

course in the academic session _____.

It is, therefore requested that the Caution Money of Rs._____ deposited by me at the time of

admission vide Receipt No._____ dated _____ be refunded to me.

The required "No Dues Certificate" from all concerned is appended below.

Yours faithfully

Signature with Name and Address

Date _____

NO DUES

Department	Remarks	Signature
Class Coordinator	_____	_____
Central Library	_____	_____
Book Bank MSI (from 2018 onwards)	_____	_____
Head of the Department	_____	_____
Hostel Mess In-charge	_____	_____
Accountant / Cashier	_____	_____
Admn. Officer	_____	_____

Director   _____

Signature of student
with revenue stamp & date

Encl :
1. Original Receipt of the Caution Money.
2. Identity Card of Both College & University.
3. In case of Original Receipt of the Caution Money is misplaced somewhere. The matter should be
   written in a Stamp Paper of Rs.10/- and the same must be certified by a Notary Public.

MAHARAJA SURAJMAL INSTITUTE

C-4, JANAK PURI, NEW DELHI-110058
(To be filled and supplied alongwith No-Dues /Clearance Certificate)
Your precise information will help us in creating data base

Please paste
Colored
Photograph

Name : _____

Enrollment No. : _____ Batch: _____

Course (BBA/B.Com/ BCA/ B.Ed): _____ Shift: _____

Student's Contact No.: _____

Father's Contact No. : _____ Mother's No. _____

Student's Personal Email ID: _____

Permanent Address : _____
_____
_____

Additional Information

Placement : Yes / No

If Yes, Name of the Company : _____

Whether opted for higher studies : Yes / No
If Yes, give details : College: _____

Course: _____ University: _____

Whether opted for own business : Yes / No

Mention the details : _____

Have you cleared any examination such as CAT/ MAT/PO/UPSC/ CTET/Any other if yes, kindly mention the details (with year of passing): _____

_____

Have your received any Appreciation / Gold Medal / Exemplary Performance
Certificate (Please attach photograph) : Yes / No

Dated: Signature of the Student