

MaharajaSurajmal 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 _____ was a student of _____
Enrolment No. _____ have completed my Course in 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	Remark	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 Janakpuri, New Delhi – 110058

(To be filled and supplied alongwith No-Dues/Clearance Certificate)

Your precise information will help us in creating data base

Name : _____

Enrollment No : _____ Batch: _____

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

Student's Contact No. : _____

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

Student's Personal Email ID: _____

Permanent Address : _____

Additional Information

1. Placement : Yes/No

If Yes:

Name of the company(Attach Offer letter)

On Campus

Off Campus

2. Whether opted for Higher Studies : Yes/No

If Yes Give details and submit the proof:(Offer Letter/Admission Letter from Institute /University)

Course: _____ University _____

Whether opted for own business : Yes/No

Mention the Details : _____

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

4. Have you cleared any examination such as CAT/MAT/XAT/PO/UPSC/CTET/SSC/SSB, any other if yes, kindly mention the details(with year of passing with proof: Score Card):

5. If not preparing for any exam, Please provide an undertaking from the Parent.

Signature of Parent

Dated:

Signature of Student