

Maharaja Surajmal Institute of Technology

NO DUES FORM

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

Director
Maharaja Surajmal Institute of Technology
C-4 Janak Puri, New Delhi

Sir,

_____ son/daughter of _____ who was a
student of _____ Enrolment no. _____ Session _____.

It is, therefore requested that the Caution Money of Rs. 5000/- deposited by me at the time of admission be refunded to me. The required No Dues Certificate from all concerned is appended below.

Unique ID of the Student : _____
(Fill as ECE/Enroll. No/Year of passing, e.g. ECE/00115002817/2022)

Contact no. of Student _____

Signature with Name of student

Postal Address of student (IN CAPITAL LETTERS)

Date: _____

_____ **Pin Code** _____

NO DUES CERTIFICATE

Authority	Remarks (No Dues / Pending Dues)	Sign
Proctor (After entry in the link below)		
Library		
Book Bank		
HOD		
Hostel Warden		
Mess Incharge		
Office (Admn.)		
Placement Cell		

Link for student record entry: <https://bit.ly/3BBuJNx>

Note :

1. HOD, Proctor and Placement cell must ensure the correctness and completeness of the record entered by the student.
2. Proctor shall collect the proof of placement / higher studies from the student.
3. HOD must also ensure the correctness of Unique ID of the student.

Accountant shall verify the Deposit & refund the security if all the dues, if any stand cleared.

DIRECTOR

Encl: REQUIRED DOCUMENTS

1 ORIGINAL FEE SLIP (1ST YEAR)

2 ORIGINAL IDENTIFY CARD OF COLLEGE

3. IN CASE, THE ORIGINAL RECEIPT OF THE CAUTION MONEY OR I.D. CARD 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.