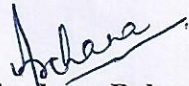


Dated: 30.07.2024

**NOTICE**  
**FOR REFUND OF SECURITY MONEY AMOUNT**  
**&**  
**COLLECTION OF EDUCATIONAL DOCUMENTS**  
**(Provisional Certificate & Consolidated Marks Sheet etc.)**

1. All students who have passed out in the year 2024 (Batch 2020-24), are hereby informed to submit the 'No Dues Certificate' duly signed by from all concerned to Institute Reception (Ms. Arvinder Kaur) positively by 31.08.2024.
2. The copy of the 'No Dues Form' is attached herewith.

  
Prof.(Dr.) Archana Balyan  
DIRECTOR

**DIRECTOR**  
Maharaja Surajmal Institute of Technology  
C-4, Janak Puri, New Delhi-110058

**Copy to:-**

- All HODs- circulation among the students via Proctors.
- Institute Notice Board
- Incharge, MSIT Website, for uploading on MSIT website.
- Admn. Office
- Accounts Department
- Exam Cell

# 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/Madam

\_\_\_\_\_ 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 \_\_\_\_\_  
Postal Address of student (IN CAPITAL LETTERS)

Signature with Name of student  
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/3hxNLfA>

Link for Alumni Signup: <http://msitalumni.com/signupAlumni>

Note :

1. HOD, Proctor and Placement cell must ensure the correctness and completeness of the record entered by the student in both the links mentioned above.
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 ( 1<sup>ST</sup> 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.