

Government College of Engineering, Karad

No Dues Application for Grade Card, LC & CMD

To,
The Principal,
Govt. College of Engg.
Karad

Date: / /

Subject : To issue Grade Card, Leaving Certificate and Refund of CMD

R/s,

I _____ was admitted in FY / Direct SY of
Degree B.Tech / M.Tech / MCA for Programme _____
with Registration No. _____ in academic year 20__ - __ and passed out in
year 20__ - ____.

I would request you to issue my Grade Card, Leaving Certificate from this institute
and Refund my Caution Money Deposit [CMD] as per Government College of Engineering,
Karad norms.

Date: / /

Student's Signature

Place:

(Name: _____)

I am enclosing herewith (Tick \checkmark)

- Fee deposited receipts at the time of admission
- Final Year Grade Card/Marksheet
- Photocopy of Bank Passbook

**The above candidate is allowed to take Grade Card, Leaving Certificate and CMD on
his / her own request.**

Head of Department

Principal / Dean Academics

Important Note for Student:

- 1) Student must carry original Fee Receipt, ID Card, Final Year Grade Card/Marksheet, Bank Passbook photocopy, Photo ID Proof & other required documents at the time of this application.
- 2) Student finally submits this application in Student Section & one photocopy in Account Section. Gray coloured section for OFFICE USE ONLY.
- 3) Accounts Section shall process the refund of CMD as per rules.
- 4) LC will be issued after 4 working days from the date of application.

P.T.O.

Name of Student			
Registration/Roll No.		Category:	OPEN/OBC/SBC/SC/ST/NT/VJ
Mobile No.		Email:	

Certified that there are no dues outstanding against the above student:

Departments/Sections		Sign.	Departments/Sections		Sign.
1	_____ Department No dues		2	Accounts Section (in Office) No fee due (If any)	
3	Central Library Student deposited all Books		4	Scholarship Section No Scholarship Dues pending	
5	MIS Section (in Dean Office) Login locked in MIS		6	Student Section (in Dean Office) No dues	

Fee Details	Deposited	Charges	Refund	Signature
CMD	Rs.	- Rs.	=Rs.	Accounts Section (If any)
Hostel CMD	Rs.	- Rs.	=Rs.	Warden Sign
(Any other due)	Rs.	- Rs.	=Rs.	Department/Section (If any)
Total	Rs.	- Rs.	=Rs.	Accounts Section Signature

Total Refund Rs. _____
(In Words)

Date: / /

Accounts Section Signature

Address for Communication	My refund transfer to my account as details follows
_____	A/C Holder Name:
_____	Bank A/C No.:
_____	Bank Name:
Dist: _____	Branch Name:
PIN: _____	Bank IFSC Code:

DECLARATION: I DO NOT HAVE any other outstanding dues from any other Department/Section(s) of GCEK & received Leaving Certificate from the institute.

Date: / /

Student's Signature

Remark: _____

Date: / /

Student Section Signature