

**Government College of Engineering, Karad**  
**No Dues Application for Grade Card, LC & CMD**

To,  
The Principal,  
Government College of Engineering  
Karad-415124

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.**

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

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

<b>Departments/Sections</b>		<b>Sign.</b>	<b>Departments/Sections</b>		<b>Sign.</b>
1	_____ <b>Department</b> No dues		2	<b>Training &amp; Placement Office</b> Register in Alumni Portal	
3	<b>Central Library</b> Student deposited all Books		4	<b>Scholarship Section</b> No Scholarship Dues pending	
5	<b>Student Section</b> (Dean Office)		6	<b>Accounts Section</b> (in Office) No fee due (If any)	
7	<b>Hostel</b>		8	<b>Gymkhana</b>	

<b>Fee Details</b>	<b>Deposited</b>	<b>Charges</b>	<b>Refund</b>	<b>Signature</b>
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)
<b>Total</b>	<b>Rs.</b>	<b>- Rs.</b>	<b>=Rs.</b>	Accounts Section Signature

**Total Refund Rs.** \_\_\_\_\_  
(In Words)

**Date:** / /

**Accounts Section Signature**

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