

MAR BASELIOS PUBLIC SCHOOL
DEVALOKAM, KOTTAYAM – 18

REQUEST FOR RELEASE OF CAUTION DEPOSIT

NAME OF STUDENT: ID No.

CLASS DIVISION ACADEMIC YEAR

REASON FOR CLAIMING REFUND: Completion of Course / Leaving the School / Other reasons
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CAUTION DEPOSIT REMITTED: Rs RECEIPT No. DATE
AMOUNT REMITTED TO: BANK / SCHOOL OFFICE:

I,, request the Administrator, Mar Baselios Public School (Devalokam, Kottayam) to kindly refund the caution deposit due to me after deducting dues, if any, in my name at the earliest.

Signature Date

Name of Parent / Applicant: Mobile No.
Address :

FOR OFFICE USE ONLY:

No objection in releasing the Caution Deposit held in the name of

Class Teacher Librarian

Physical Edn Head Master/ Principal

Amount held as Caution Deposit Rs

Less: Deduction Rs

Balance payable Rs

Checked by Approved by

ACKNOWLEDGEMENT:

RECEIVED THE AMOUNT Rs..... ON

(In words)

Name & Signature of Receipt)

Petty Cash Voucher ref: Date Entered by