



GOA UNIVERSITY LIBRARY

Teleigao Plateau, Goa - 403206

Ph. No. (0832) 6519012,6519049,6519050 email: librarian@unigoa.ac.in

To
 The Registrar,
 Goa University,
 Taleigao Plateau, Goa

From

Sub : Refund of Caution Money/Library Deposit/Laboratory Deposits.

Sir,

I was a student of your University from..... to

reading for M.Com./M.A./M.Sc. MBA/MCA/M.Phil/Ph.D./degree course in

.....

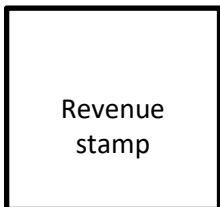
I have paid the following amounts as deposits :

Caution Money vide receipt No dated..... Rs.

Library Deposit vide receipt No..... dated..... Rs.

Laboratory Deposit vide receipt Nodated..... Rs.

I am to request you to kindly refund the amount of deposits. I have returned all the Library books and Readers Tickets Laboratory Apparatus etc. and I do not owe any dues to the University.



Yours faithfully,

Signature

Certified that the applicant has returned all the Library books/Laboratory apparatus issued to him/her and there is no objection to refund his/her deposit.

 Officer
 Refund Sanctioned:
 Registrar,
 Goa University,
 Taleigao Plateau,
 Goa.

Library

Laboratory

Voucher No
Cheque No & date.....

Accounts Clerk

Accountant

Finance Officer