

## Government Polytechnic, Khamgaon

To,  
The Principal,  
Government Polytechnic,  
Khamgaon

Subject:- About Transfer Certificate.....

R/Sir,

With reference to the above subject, I hereby request you to kindly issue me Transfer Certificate as early as possible. My personal details are under.

Sr No	Particulars		Applicant Details					
01	Name of Student	➤						
02	Enrollment Number	➤						
03	Branch	➤						
04	Fees Paid Details *(Please Attached Fee Receipt Compulsory)	➤	First Year		Second / Direct 2 <sup>nd</sup> Year		Third Year	
			Tuition Fee	Other Fee	Tuition Fee	Other Fee	Tuition Fee	Other Fee
05	Semester completion	➤						
06	Date of Leaving	➤						

Place:- Khamgaon

Date:-

(Signature of Students)

## Application for refund of Caution Money Deposit

The Student hereby applies for refund of caution money deposit details are as under.

Sr No	Particulars		Applicant Details			
01	Name of Student	➤				
02	Enrollment Number	➤				
03	Branch	➤				
04	Semester completion	➤				
05	Date of Leaving	➤				

Certified that there are no dues form Above Student from following Deptt. There are no recoveries to be effective Signature of the concern Head of Department.

CE / ME / EE / ETX / CO	Science	Work Shop	Library	Hostel

Refund the amount of Rs.200/- only (In Words Rs:-Two Hundred Only) of Caution Money

Mr./Mrs.....

Principal,  
Govt. Polytechnic, Khamgaon