

DAYANANDA SAGAR UNIVERSITY
COLLEGE OF JOURNALISM & MASS COMMUNICATION
Bangalore-560078

Date:

To,
The Librarian
DSU- Bangalore

Sir

Sub: Refund of Library Deposit

I Student of this college studying in and joined the college during the year Under USN/REF No Now I have returned borrowed library books on and I have cleared all the dues and there is no dues to any other departments.

Thanking you,

Yours faithfully

Address for Correspondence & Contact No

(Name & Signature of Student)

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.....
.....

Bank A/C No	Name of the Bank Branch Address	RTGS/IFSC Code	MICR Code

For office use only

Particulars	Receipt no & date	Amount
1. Library Deposit		
2. College Deposit		
Total:		
Less Dues a) b)		
Refundable balance		

Chief finance officer

Accountant

Checked by

Librarian

Note: Enclose the Following documents

1. Original Copy of the Library Deposit receipt
2. Cancelled cheque leaf or Copy of Bank A/C