

DAYANANDA SAGAR UNIVERSITY

COLLEGE OF DESIGN AND DIGITAL TRANS-MEDIA

Bangalore - 560 068

Date: _____

To,
The Chief Librarian
DSU-Bangalore

Sir,

Sub: Refund of Library & College Deposit

I _____ student of this college studying in _____ and joined the college during the year _____. Under USN/Reg. 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)

Bank A/c no.	Name of the Bank/Branch Address	RTGS/IFSC Code	MICR code

For Office use only

Particulars	Rept.#	Amount
1) Library Deposit:		
2) College Deposit:		
Total:		
Less dues:		
a)		
b)		
Refundable balance:		

Cashier

Accountant

Checked by Library

Chief Librarian

NOTE: Enclose the following documents

1. Xerox copy of the Library Deposit receipt
2. Cancelled cheque leaf or provide full details of Bank A/C