

DAYANANDA SAGAR UNIVERSITY
Harohalli – 562 112

Date:

To,
The Chief Librarian
DSU-Harohalli

Sir,

Sub: Refund of Library Deposit

I _____, a student of this college studying _____ 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 due to any other departments.

Thanking You,

Address for Correspondence and Contact No.

Yours faithfully
(Name & Signature of Student)

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

For Office use only

Library Membership :	Taken	Not Taken
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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. Original copy of the Library Deposit receipt
2. Cancelled cheque leaf or Copy of Bank A/C