

To

The Vice Principal / HOO,
Chaudhary Brahm Prakash Govt ITI,
Jaffarpur Kalan,
New Delhi-110073

Sir,

It is informed that I was student of your institute in academic session _____ (My Original ID Card is Attached). I have passed my final Trade Test in _____ (Month) _____ (Year). I have deposited Rs. 500 as caution money at the time my admission. Please refund my caution money Rs. 500 in my saving bank account whose details are given as under.-

Name of Trainee	Saving Bank Account No. with Bank Name	MICR No.	IFSC Code	Remarks

DATE: _____

Your Faithfully

Enclosures:-

1. Original Identity Card
2. Copy of Marksheet / Certificate
3. Copy of First Page of Bank Passbook / Cancelled Cheque

Name.....

Roll No.....

Trade

No Due Certificate from CI / GI

This is to certify that nothing is due against Mr./MS. _____
W/o/D/o/S/o Sh. _____ Roll No. _____ of Trade
_____ at Chaudhary Brahm Prakash, ITI Jaffarpur, New Delhi-110073
who have passed the examination in the _____ Month _____ Year. The trainee has
deposited the original Identity Card. Accordingly Caution Money of Rs. 500 may be refunded to
the concerned trainee.