From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To,

The Secretary,

PTA Sub Committee for Bus Maintenance,

KV, Puranattukara, Thrissur.

Sir,

 It is intimated that the deposit receipt issued by your office has been lost and non-traceable; hence Original Receipt could not be submitted on submission of application for refund.

 In case the deposit amount refunded to me without submitting the Original Receipt, I hereby undertake that I will not claim the deposit amount subsequently.

 Thanking you,

Yours faithfully,

( Name )

Place:

Date:

KENDRIYA VIDYALAYA STUDENTS WELFARE SOCIETY PURANATTUKARA. P.O

THRISSUR- 680551, PHONE – 0487-2308131,2308899

**APPLICATION FOR REFUND OF BUS DEPOSIT**

|  |  |  |
| --- | --- | --- |
| I | Name of Student |  |
| II | Admission No., Class & Division |  |  |  |
| III | Boarding Point |  |
| IV | Name of Parent  |  |
| V | Address &Phone No: |  |
| VI | **Bank Account details:** |  |
|  | Account Holder’s Name |  |
|  | Account No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name of Bank & Branch |  |
|  | IFSC |  |  |  |  |  |  |  |  |  |  |  |
|  | MICR No. |  |  |  |  |  |  |  |  |  |
| VII | Details of Deposit Amount |
|  | Receipt No. | Date | Amount | Original receipt enclosed |
|  |  |  | YES / NO |
| VIII | If Original Receipt not enclosed, Reason |  |
| IX | Whether undertaking for non-submission of Original Receipt is enclosed? | YES / NO |

 It is certified that the information and documents provided by me are correct to the best of my knowledge.

Encl: 1. Original Deposit Receipt.

 2. Cancelled cheque Leaf / copy of 1st page of Pass Book.

 3. Letter of Undertaking in case non-submission of Original Receipt.

**Signature of Parent**

Place:

Date: