



# Goa University Library

Taleigao Plateau, Goa PIN 403 206  
Phone 0832 6519012  
e-mail: library@unigoa.ac.in

To

The Registrar  
Goa University  
Taleigao Plateau  
Goa

From

.....  
.....  
.....

Dated

.....

Sub: Refund of Caution Money / Library Deposit / Laboratory Deposit

Sir

I was a student of your University from ..... to ..... reading for M.Com/M.A./M.Sc./MBA/MCA/MPhil/PhD/ degree course in .....

I have paid the following amounts as deposits:

Caution money vide receipt no ..... dated ..... Rs 1500/-

Library deposit                   ,,   no ..... dated .....

Laboratory deposit           ,,   no ..... dated .....

I am to request you to kindly refund the amount of deposits. I have returned all the library books and readers’ tickets, Laboratory apparatus etc and I do not owe any dues to the university.

Revenue Stamp

Yours faithfully

Signature

Certified that the applicant has returned all the library books / laboratory apparatus issued to him/her and there is no objection to refund his/her deposit.

Officer	Library	Laboratory
Refund Sanctioned		Voucher No .....
Registrar Goa University Taleigao Plateau, Goa		Cheque No & date .....
Accounts clerk	Accountant	Finance Officer