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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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: