

FORMAT FOR REFUND OF REGISTRATION FEE

**Applicant’s Class: B.A./B.Sc./B.Com./LL.B./
M.A./M.Com./M.Sc. Ist Semester**

To,
**The Principal
DAV(PG) College,
Dehradun**

Dated.....

Subject: Regarding payment/ refund of Registration fees received from HNB Garhwal (Central) University, Srinagar worth Rs. 1,200.00 in my bank account from college of 2019-20 session

Reference: HNBGU Letter No. RO/2020/633 dated 06/02/2020

Respected sir,

I wish to request that I am a student of Class B.A./ B.Sc./ B.Com./ LL.B./ M.A./ M.Com. /M.Sc. Ist Semester of the current 2019-20 session of the college. I have duly paid examination fees online to HNB Garhwal (Central) University, Srinagar portal as per requirement and then also appeared in the Ist Semester Examinations of 2019-20 session of the university in college. Vide above quoted letter of HNBGU, our registration fee worth Rs. 1,200.00 has been refunded to the DAV(PG) College, Dehradun which I want to get back from the college.

I, therefore, request you to kindly make payment/ refund of Rs. 1,200.00 in my bank account, which was earlier paid as registration fee to the university and has been paid back now by the university to college. For this refund of Rs. 1,200.00, I am enclosing herewith following documents for your kind review and necessary action at your end:

1. Self-attested copy of student Identity card of the DAV(PG) College, Dehradun of 2019-20 session of Ist semester with college ID No..... (Enclosure-1)
2. Self-attested copy of HNB Garhwal (Central) University, Srinagar Semester Examination Admit card of Ist semester of 2019-20 session with Roll No..... & Enrolment No.....(Enclosure-2)
3. Self-attested copy of Aadhar Card having Aadhar ID No.....(Enclosure-3)
4. Self-attested copy of my bank passbook having details of my bank account number for refund of Rs. 1,200.00 (Enclosure-4)

For your ready reference my bank account number and other details are as under:

- (i) Bank Account no.
- (ii) Bank Name:
- (iii) Bank Branch Address:.....
- (iv) IFS Code:.....
- (v) Mobile No.:.....

With reference to the above, it is requested to kindly refund a sum of RS. 1,200.00 (Rupees one thousand two hundred only) of registration fee in my aforesaid bank account at the earliest.

Thanks and with regards.

Yours sincerely,

Signature:

Name:.....

Student of Class: B.A./ B.Sc./ B.Com./ LL.B./ M.A./ M.Com./ M.Sc. Ist Semester (strike off, which are not applicable)

Subject(s):

Father’s name:

Address:

.....

Enclosures: As above

(NOTE: The last date for submission of this application with enclosures at respective faculties counters is 29.2.2020)