

To,  
The Principal,  
Fr. C. Rodrigues Institute of Technology,  
Vashi.

Sir,

I, Mr./Ms./Mrs. \_\_\_\_\_ Roll No. \_\_\_\_\_

was a student of \_\_\_\_\_ from the academic

year from \_\_\_\_\_ to \_\_\_\_\_. I have passed in the year \_\_\_\_\_. I request

you to refund my caution Deposit of Rs. \_\_\_\_\_ deposited vide receipt No.

\_\_\_\_\_ dated \_\_\_\_\_.

Date:

(Signature of applicant)

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**(for office use only)**

| Sr. No | Section                      | Remarks | Signature & Date |
|--------|------------------------------|---------|------------------|
| 1.     | Head of Department           |         |                  |
| 2.     | Training & Placement officer |         |                  |
| 3.     | Librarian                    |         |                  |
| 4.     | Office Clerk                 |         |                  |

(Dr. S.M. Khot)  
Principal