



## APPLICATION FOR LEAVING CERTIFICATE

To,  
The Principal,  
AISSMS's IOIT, Pune – 411 001.

Date :        /        /20

Respected Sir,  
I am Mr./Ms..\_\_\_\_\_here by request you kindly  
to issue me College Leaving certificate. I need the same \_\_\_\_\_

I am furnishing the relevant details given below.

(i) First admission in the college to \_\_\_\_\_ year \_\_\_\_\_ branch in A.Y. \_\_\_\_\_

(ii) Last class in which studied :Year - \_\_\_\_\_. Branch : \_\_\_\_\_

(iii) Charges for Leaving Certificate / Dup. Leaving Certi. is Rs. \_\_\_\_\_ Receipt no. \_\_\_\_\_

Date \_\_\_\_\_ signature of Account Section : \_\_\_\_\_

Following documents received from the Principal, AISSMS's Institute of Information Tech., Pune.

- (i) Original SSC/HSC documents.
- (ii) All original result of F.E., S.E., T.E. and B.E.
- (iii) Provisional Passing Certificate of B.E.

I am enclosing herewith the following in the order indicated below for your ready reference.

- (i) Photocopy of Caution Money Deposit form with signature of all concerns.
- (ii) Attested Photocopy of last appeared examination result.
- (ii) One stamp size photograph.

I have completed all the formalities of the college and no single due remains against my name .

I therefore request you kindly to issue me the College Leaving Certificate at the earliest.

Thanking you.

Yours sincerely,

Student's Signature

Name .....

Permanent Address .....

.....

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Telephone/ Mobile No. ....

Email Address .....

Parent Mobile no. ....

Remark of the Principal :

P.T.O.

**\*Charges for L.C. :** 1) L.C. fee for B.E. students :1) Within six months after declaration of date of B.E. result , the fee Rs.50/- will be charged. 2) Thereafter up to one year Rs.100/- will be charged. 3) After two years fee of Rs.150/- will be charged and thereafter it will be increase by Rs.100/- per year. 4) In case of duplicate Leaving Certificate the fee of Rs.200/- will be charged.5) charges for urgent Leaving certificate is Rs.200/- 5) Rs.100/- will be charged for the students who will cancelled the admission before completion of Degree.



**REFUND OF CAUTION MONEY DEPOSIT**

To,  
The Principal,  
AISSM Society's  
Institute of Information Technology,  
Pune - 411 001.

Date :

Sir,

I .....student of .....Branch, have passed with  
..... Class. I have paid at the time of admission Rs.500 / Rs.1000 as Caution Money  
Deposit vide Receipt No. dated ..... in the academic year .....

You are requested kindly to refund the Caution Money Deposit / Donate my Caution Money Deposit  
to Student Alumni Association. Attached following documents for refund of CMD.

1. Original Caution Money Deposit Receipt.(It is issued at the time of first admission to the college.)
2. Attested photocopy of last year fees paid receipt.
3. Attested photocopy of last year Mark Sheet.
4. Attested photocopy of Alumni Association fee receipt.
5. Attested photocopy of self bank passbook.

**NO DUES CERTIFICATE FROM RESPECTIVE DEPARTMENT**

- 1) Project Guide :..... 2) Project Co-ordinator ..... 3) GFM .....
- 4) Departmental Lib..... 5) Internship Co-ord. :..... 6) Alumni Co-ord: .....
- 7) T & P Staff Co-ordinator .....

Signature of HOD

**NO DUES CERTIFICATE FROM ADMINISTRATIVE DEPARTMENT**

- 1) Sports Section:..... 2) T & P Officer ..... 3) Central Lib .....
- 4) Workshop Dept ..... 5) Stationery Dept ..... 6) Scholarship Section.....
- 7) EBC Cell :..... 8) Admission Cell ..... 9) Student Section .....
- 10) Account Section ..... 11) Office Superintendant .....

Signature of Principal

**FOR OFFICE USE ONLY**

CMD Receipt No..... dated .....Amount Rs..... Paid Caution Money  
Deposit vide Cheque / D.D. / Pay Order No.....dated ..... of .....

Accountant

P.T.O.

- Note : 1. CMD will be refunded only production of the original receipt.
2. In case of loss of the original receipt, the student will have to give an Indemnity Bond. The format of which is available in the Account Section, in the office. A Court fees stamp of Rs.10/- is to be affixed on this bond.
3. Provide bank IFSC no. \_\_\_\_\_, your bank account no. \_\_\_\_\_, and name of the bank \_\_\_\_\_ branch \_\_\_\_\_.
- .....

ADVANCE RECEIPT

Received with thanks from the Principal, AISSMS's Institute of Information Technology, Pune – 1 the sum of Rs. \_\_\_\_\_ (Rs. in words \_\_\_\_\_) towards refund of Caution Money Deposit.

**Place :** Pune

Student's Signature

**Date :**

Name .....

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