



Application for Transfer/Conduct Certificate/Release of Caution Deposit

(On completion of course)

1.	Name of the Candidate (in block letters)	
2.	Name of Father/Mother/Guardian (in block letters)	
3.	Address in full (with Phone No. & e-mail ID)	
4.	Gender	M/F
5.	Course in which the applicant studied and Admission Number	
6.	Department from which the applicant appeared for final Degree/Diploma Exam	
7.	Month & Year of Passing the final exam	
8.	Final result Notification No. & Date	
9.	Reason for leaving	
10.	Certificates to be released, if any	1. S.S.L.C. / +2 2. Degree / P.G. 3.
11.	Certificates to be issued	1. 2. 3. 4.
12.	Fee remitted for issue of certificates	
13.	Amount remitted as Caution Deposit & KUFOS Receipt No. & Date	
14.	Mode of refund : Cash/Cheque/e-transfer. Bank a/c No., IFSC Code & Branch to which caution deposit to be remitted (Attach photocopy of the front page of bank pass book)	
15.	Signature of the student with date	

16	Sl. No.	Name of Dept.	Name of Officer	NLC/LC (Liabilities to be specified)	Signature with date
	1.	Physical Education	Officer i/c.		
	2.	Library	Asst. Librarian		
	3.	PTA	Secretary		
	4.	Students Union	Assoc. Patron		
	5.	ID Card	Director of School/ Dean		

1. Dues has been reported. May be realized from Caution Deposit.
2. No dues reported. Certificates and caution deposit may be released.
(Strike off which is not applicable)

Head of Dept

Countersigned :

DIRECTOR OF SCHOOL

OFFICE USE ONLY

Release the caution deposit Rs..... (Rupees
.....) after deducting
Rs..... (Rupees) towards
dues

REGISTRAR

Passed Rs(Rupees.....)

FINANCE OFFICER

Received Rs.....(Rupees)
by cash/cheque no.

Student (Signature with date)