

M.E.S.COLLEGE OF ENGINEERING, PUNE 411001

Name: _____

Address: _____

_____ Contact No. _____

Date: _____

To,
The Principal,
MES College of Engg.
Pune – 411 001.

Sub : Application for obtaining Transfer Certificate

Sir,

I submit this application for obtaining my Transfer Certificate from this College, I was/am a bonafide student of this College, during the academic year _____. The true copies of marksheet of last examination passed / failed is attached herewith.

My biodata is as given below:

Student's Full Name: _____

Father's Full Name: _____

Mother's Full Name: _____

Class: _____ Branch: _____ Roll No./PRN No. _____

Exam Seat No.: _____ Category: _____

First Admission: Year _____ Class _____ Branch _____

Thanking you,

Yours faithfully,

Encl:1) Two Xerox copies of last examination passed / failed.

2) Original Fee Receipt FE / Direct SE

3) Original I -Card

For Office Use Only:

Sr.No.	Dues	Signature
1.	Fee Dues Rs.	
2.	Library Dues	
3.	Department Dues	
4.	Scholarship Dues	

Principal
MES College of Engg. Pune.01

Voucher No. _____

APPLICATION FOR REFUND OF CAUTION MONEY DEPOSIT

Date : _____

To,
The Principal,
M.E.S. College of Engineering,
Pune – 411 001.

Sir,

As I have completed my education and left the College, I wish to withdraw my deposits as mentioned below.

1. College Caution Money of Rs. _____ paid by me vide Receipt No. _____ dtd. _____ during the academic year _____.
2. Nothing is due from me. There are no dues remarks of the Deptt., Library and Student Section as mentioned below

NO DUES

Department (Mech/Comp/E&TC) Section	Library	Student Section	Scholarship
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3. My address for communication is follows :

Yours obediently,

(Student's Name & Signature)

Amount paid Rs. _____ Ch. No. _____ Date _____

_____.

Signature of the student

Principal / Registrar
M.E.S. College of Engineering,
Pune – 411 001.

- N.B. 1). Caution Money must be claimed within three years from the date of leaving the College. The claim should be made after 1st September and before December of each year.
- 2). Student should bring their Identify Card and Original Fee Receipt of the year, by which student has paid Caution Money .

Voucher No. _____

APPLICATION FOR REFUND OF LIBRARY DEPOSIT

Date : _____

To,
The Principal,
M.E.S. College of Engineering,
Pune – 411 001.

Sir,

As I have completed my education and left the College, I wish to withdraw my deposits as mentioned below.

1. Library Deposit of Rs. _____ paid by me vide Receipt No _____ dtd. _____ during the academic year _____.
2. Nothing is due from me. There are no dues remarks of the Deptt., Library and Student Section as mentioned below

NO DUES

Department (Mech/Comp/E&TC) Section	Library	Student Section	Scholarship
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3. My address for communication is follows :

Yours obediently,

(Student's Name & Signature)

Amount paid Rs. _____ Ch. No. _____ Date _____.

Signature of the student

Principal / Registrar
M.E.S. College of Engineering,
Pune – 411 001.

- N.B. 1). Library Deposit must be claimed within three years from the date of leaving the College. The claim should be made after 1st September and before December of each year.
- 2). Student should bring their Identify Card and Original Fee Receipt of the year, by which student has paid Library Deposit.