

To,

The Co-ordinator,
B. Tech. / B. Tech (LEET) (Admissions) -2018
GJUS&T, Hisar

Sr. No....., Dated:-.....

Sub: Cancellation of admission and refund of fee.

R/Sir,

I S/o/D/o want to cancel my admission from B. Tech / B.Tech (LEET) (.....) of your university as per details given below. You are, therefore, requested to cancel my admission and refund the fee as per rules.

I am enclosing herewith

1. Photocopy of Fee Receipt
2. Admission letter issued by University
3. Admission letter/ Allotment letter of other Institute
4. Bank Account No. of **Candidate**
5. Photocopy of proof of account No.
6. Bank IFSC Code
7. Bank Name with full address

Sincerely Yours

(.....)

Date :

Name :

Rank :

Note:- Please deposit the application form to Mr. Hari Om (9466096880)
In Seminar Hall, T.B. – IV, GJUS&T, Hisar

Roll No.

Department Allotted.....

Category

Contact No.

Postal Address

.....

For Office Use Only

1. Application received with Dairy No. / Sr. No. Date:
2. Admission Cancelled Online : Yes/ No
3. File of candidate taken out and kept in refund files : Yes/ No
4. Application sent to Account Branch official for refund of fee vide, Dairy No. Dated:

Acknowledgement & online cancelation receipt is received

Signature

Acknowledgment

Request for cancellation of admission in respect of Mr. S/o/D/o

Roll No..... Rank has received on at Sr. No.....

Note:- Processing of refund of fee will be initiated after 15.08.18 and for inquiry please contact Sh. Devender Kumar, Superintendent, Accounts Branch, GJUS&T, Hisar , Ph No. 01662236125

Signature