

To,
The Vice President,
The Human Hope Foundation,
201, Hari Om Complex, Near Pooja Park Society,
Warshiya, Vadodara -390 018.

Subject : Refund of Hostel Deposit

Sir,

I was a Hosteller doing my Job/studies at _____ Vadodara and was residing in the Men's/Women's Hostel during the year _____. At the time of admission to the Hostel, I had paid Rs. _____ toward Hostel Deposit under Receipt No. _____ Date _____. Since I have completed / discontinued my Job/studies, kindly arrange to refund my Hostel Deposit at the address given below and oblige.

FEE RECEIPT IN ORIGINAL TOWARDS THE AMOUNT PAID BY ME AS HOSTEL DEPOSIT IS ATTACHED HEREWITH.

ADDRESS

Your faithfully,

Pin Code: _____

REMARKS OF THE SUPERVISOR / WARDEN, NGO HOSTEL

There are no dues to be recovered from Shri / Smt. _____ and hence I have no objection if the Hostel Deposit is refunded to him/her.

*An amount of Rs. _____ is to be recovered from him/her for damage and hence it be deducted from the Hostel Deposit.

He / She has left the Hostel on _____ .

Vadodara,

Signature of the Supervisor /
Warden

Dated _____

* To be struck off if not applicable.

REFUND ORDER

Shri / Smt. _____ was a Hosteller, doing her Job/studies for _____ during the year/s _____, and was residing in the Hostel. It has been verified that he/she paid Rs. _____ towards Hostel Deposit under Receipt No. _____ date _____. Since the supervisor/Warden of the Hostel certifies that there are no dues outstanding against his/her name, it is hereby ordered that an amount of Rs. _____ be refunded to Shri / Smt. _____ at his/her cost.

No. D/Hostel/

Vadodara

Date _____

Sr.Administrator/NGO
Officer

Forwarded to the Accounts Section for information and necessary action. The amount may be refunded if not refunded earlier.

Vr. No. :

Date :

Pay to _____
Rs. _____ (Rs. in words) _____

Checked by

Dy. Accountant

Chief Accounts Officer

Vice President