

To: **The Regional Director**
National University of Modern Languages
Multan Campus

Subject: **Request for Library Security Refund**

Respected Sir,

It is stated that I was student of _____ in session _____ to _____. I have completed my course work. So I need library security to be refunded. So, kindly provide me the library security.

I shall be very thankful to you.

Yours faithfully,

Name: _____

S/D/O: _____

Roll No: _____

Course: _____

CNIC No: _____

Mobile No: _____



NATIONAL UNIVERSITY OF MODERN LANGUAGES

MULTAN CAMPUS

To: The Regional Director
National University of Modern Languages
Multan Campus

Subject: APPLICATION FOR REFUND OF CAUTION MONEY

Sir,

I, _____ S/D/O _____
request for refund of Rs. _____ which deposited as Caution Money vide receipt No. _____
from the Rolls of the University w.e.f. _____ Receipt issued to me for the amount is enclosed
herewith. I further state that the Caution Money has not already been withdrawn by me.

Class _____

Department _____

Dated _____

Signature of Student

Clearance from the Library

It is certified that no library book(s) magazine etc. is outstanding against Mr/Mrs _____
and that the borrower's card issued to him/her has been cancelled.

Dated _____

Signature of Library Incharge

Refund allowed.

Received Rs. _____ (Rupees _____) from the National University of
Modern Languages Multan Campus in cash cheque No _____.

Dated _____

Signature of Student

Note: Students should bring with them, the clearance certificate which they have already obtained from effect of the campus.



National University of Modern Languages

Multan Campus

CLEARANCE CERTIFICATE – OFFICE

I, Mr/Miss/Mrs _____ S/D/O _____

is student of _____ Course in _____ department

Session _____ to _____ and am leaving the university wef _____

Please issue me clearance if there is nothing outstanding against me.

<u>S.No</u>	<u>Department / Branch</u>	<u>Signature Incharge</u>
a.	Coordinator Department Concerned	
b.	Accounts Branch	
c.	Administration Office	
d.	Library	
e.	Photocopy Shop	
f.	Canteen	

Note: One copy may be retained by the student(s) to receive Certificate / Diploma / Degree etc from Office.

Signature of Superintendent



National University of Modern Languages

Multan Campus

CLEARANCE CERTIFICATE – STUDENT

I, Mr/Miss/Mrs _____ S/D/O _____

is student of _____ Course in _____ department

Session _____ to _____ and am leaving the university wef _____

Please issue me clearance if there is nothing outstanding against me.

<u>S.No</u>	<u>Department / Branch</u>	<u>Signature Incharge</u>
a.	Coordinator Department Concerned	
b.	Accounts Branch	
c.	Administration Office	
d.	Library	
e.	Photocopy Shop	
f.	Canteen	

Note: One copy may be retained by the student(s) to receive Certificate / Diploma / Degree etc from Office.

Signature of Superintendent