

To  
The Principal,  
ITI, Dharmanagar  
North Tripura  
Pin-799253.

Subject:- Prayer for Released of Caution Money.

Sir,

I was a trainee of your Institute and undergone training from August, 20..... to July, 20 ..... and passed the AITT, Month ....., Year .....

I shall be grateful, if the sum of Rs. 2000/-submitted by me as Caution Money in the shape of Cash at the time of admission may kindly be released to me into the following Bank Account detail(s).

Bank Account detail(s) where the amount to be remitted:-

Name of account holder	Name of Branch	Account No.	IFS Code

Yours faithfully

Trainee Name :-.....  
Roll No :- .....  
Trade :-.....  
NTC No. :- .....  
Contact No :-.....

The clearance Certificate signed by all the concerned to appended below.

**CLEARANCE CERTIFICATE FOR REFUND OF CAUTION MONEY**

Recovery worth Rs..... on account of loss / breakage of the equipments/books etc. of the institute or Library to be recovered from the trainee.

Name of Trainee:-..... Roll No:-.....Trade:- .....

1. Trade In-Charge:- ..... 4. Sports In-charge:- .....
2. Training In-Charge:- ..... 5. Store In-Charge :- .....
3. Librarian :- .....