

Form 4(d)

(to be filled by the class tutor concerned)

APPLICATION FOR UN-AUTHORIZED ABSENTS - REMOVAL FROM ROLLS

From

Name :

Designation :

Dept. :

Sem & Batch :

To

The Principal
Ma'din Polytechnic College

Sub: Un-authorized absents – removal from rolls – request for permission regarding

Ref.: Nil

Shri., semester
student of branch of Madin Polytechnic College with Roll No.
....., Permanet Register Number and Admission Number

..... is un authorizedly absent in the class w.e.f. And there is
no information either from him or from his parent so far.

As he is continuously absent for more than 15 days, and necessary permission therefore be granted to struck-off
his name from the rolls

Yours faithfully.

Date:

Place:.....

<Name and Dated Signature of Class tutor with seal>

Recommendation of HOS concerned.

Verified the details / particulars of his attendance and found that the is continuously absent for more than 15 days.
He is not turned up so far even after contacting his parents over phone on

Date:

Dept. Seal

<Name and Dated Signature of HOS concerned with seal>

Order of the Principal

Issue Show Cause notice to the student seeking explanation for why the candidate should not be removed from the
rolls.

Date:

Seal

<Name and Dated Signature of the Principal with seal>

Section Clerk

8. Details of Documents returned;

8.(a) SSLC Book

Folio number of the register concerned: Date of return:

8.(b) Transfer Certificate

T.C. number and date: T.C. issue register page number:

8.(c) Conduct Certificate

Number and date: Issue register page number:

Date:

<Name and Dated Signature of the Section in-charge with seal>

9. For the information of the Class Tutor and HOS Concerned:

Date:

<Name and Dated Signature of the Class Tutor with seal>

Date:

<Name and Dated Signature of the HOS concerned with seal>

10. For the kind information of the Principal:

Date:

<Name and Dated Signature of the Principal with seal>

Section Clerk

11. Details of Disposal the file:

Date of request: Current No.: <copy of the request should be attached herewith>

No & date of Proceedings: <copy should be attached herewith>

Date of disposal: Disposal Register Number:

<Name and Dated Signature of the
Section in-charge with seal>

<Name and Dated Signature of the
Office Supdt. with seal>

Date:

Seal

<Name and Dated Signature of the
Principal. with seal>

The details of admission of the student including details of fees remitted and the balance if any.

| A) Quota: | | | B) Total Fees (for 3 years): Rs | | | |
|--------------------------------|-------------|-----------------|---------------------------------------|-------------|-------------------|---------|
| C) Total Amount Paid: Rs. | | | D) Balance (for 3 years):Rs | | | |
| Sl.No. | Receipt No. | Date of receipt | Description | Amount paid | Total Amount Paid | Remarks |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Date:

<Name and Dated Signature of the Accounts Officer with seal>

Date:

<Name and Dated Signature of the Office Supdt. with seal>

6. Order of the Principal

Please obtain rupees from the student and return his documents in view of his/his parents request / explanation.

Remarks:

Date:

Seal

<Name and Dated Signature of the Principal with seal>

7. Details of fees paid by the student as per the settlement agreement :

| Receipt No. | Date of receipt | Amount | CFR Folio Number | CFR Volume | Amount Written-off |
|-------------|-----------------|--------|------------------|------------|--------------------|
| | | | | | |

Date:

<Name and Dated Signature of the Accounts Officer with seal>

7(b). Amount of Fine refunded:

| Total mount paid as fine | Fine register page no. | Voucher no & date | Remarks |
|--------------------------|------------------------|-------------------|---------|
| | | | |

Date:

<Name and Dated Signature of the Section in-charge with seal>

<Name and Dated Signature of the Office Supdt. with seal>

Section Clerk

1. A Show Cause notice is issued to candidate on by registered post with AD vide postal receipt number dated and entered as SI.No. in the Register for Registered Postal Articles on) to the address given below;

.....
.....

Date:

<Name and Dated Signature of the Section in-charge with seal>

2. Acknowledgement received on as current number

3. If letter is returned undelivered;

Date of return reason for return

Action taken;

.....

3(b) A Show Cause notice is again issued to candidate on by registered post with AD vide postal receipt number dated and entered as SI.No. in the Register for Registered Postal Articles on) to the address given below;

.....
.....

3(c) Acknowledgement received on as current number

Date:

<Name and Dated Signature of the Section in-charge with seal>

4. Explanation furnished by the student / parent: <noted by the HOS Concerned>

.....
.....
.....

4(b). Non liability certificate produced: Yes No If produced attached herewith

Remarks regarding NLC (by class tutor)

4(c). Remarks noted by the Class Tutor and HOS Concerned

Tutor

HOS

Date:

Dept Seal

<Name and Dated Signature of the class tutor with seal>

<Name and Dated Signature of HOS concerned with seal>