

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
Industrial Research & Development Unit**

**No. IITD/IRD/PF/.....**

**Dated:.....**

**REQUEST FOR REFUND OF SECURITY DEPOSIT**

I request you to kindly refund my security deposit of Rs..... deposited by me at IRD Cash Counter vide Receipt No(s)..... Date..... at the time of my appointment. (Original receipt(s) are enclosed).

**OR**

Kindly refund me the security deposit of Rs..... Deposited by me at IRD Cash Counter at the time of my appointment. **As I have lost the security deposit receipts, I undertake that I will not claim the refund of security amount at a later date.**

It is, therefore, requested that the security deposit amount may kindly be refunded to me by "Account Payee Cheque".

**Name of the Candidate with Emp. Code:** .....

**Mobile Number and Office Phone No.:**.....

[Encl.: (a) Copy of NO DUES Certificate duly issued by A.R. (IRD)]  
(b) Original Copies of Security Deposit Receipts

(Signature of concerned PI/CI)

(Signature of the Employee with Date)

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**A.R. IRD (Accounts)**

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