

FORMAT FOR REFUND OF SECURITY DEPOSIT

To  
The.....  
(Purchase Officer)  
.....  
.....

Sir,  
This refund of Performance Security Deposit amounting to Rs.....(Rupees.....  
..... only) against us and therefore its repayment may please be arranged. Necessary receipt  
duly stamped is given hereunder in Part-B.

It is certified that I/ We, have not received any complaints from the consignees regarding non-  
receipt, shortage or defects in the stores supplied under the contract.

(Signature of the Contractor)

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PART-B

Received from ..... the sum of Rs.....amount in refund of my/ our  
Performance Security Deposit in full in respect of-

Contract No.....  
Station.....  
Dated.....

(Contractor's dated signature)

( Revenue Stamp for sums exceeding Rs 5000/- should be affixed )

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PART-C

( TO BE FILLED BY THE PURCHASE OFFICER )

It is certified that no demands against the above contractor are outstanding in the record of this  
office and that the instant Security Deposit is free from Government Claims in terms of clause 7(4), 18  
and 18A of General Conditions of Contract as far as A/T No..... is concerned and can be  
refunded to the Contractor by A/c Payee Cheque.

Signature.....  
Designation.....

PART-D

( FOR USE IN ACCOUNTS OFFICE )

Pay Rs.....(Rupees.....)