



Delhi Public School Guwahati
"Under the aegis of the Delhi Public School Society, Delhi"

Ref: DPSG/Cir/16-17/Admn: 32

Date: 27/5/2016

Dear Parent,
Greetings!

Many thanks for trusting the school and sending your ward for participating in the Inter DPS Basketball tournament 2016-17 which was held at DPS Daligaon, Assam from 06/05/2016 to 08/05/2016. An amount of Rs 2500/- (Two thousand five hundred only) per student remains unutilized out of the total amount deposited by you for the tournament. The same is being refunded to all the participating students as per school policy. You are requested to collect the said amount from the accounts department by submitting this letter.

In case, you are unable to collect the amount personally, you may submit the duly filled in consent proforma to the accounts department by 06/06/2016.

With sincere regards,


Principal



CONSENT

I Mr./Mrs. _____ P/O Master/Miss
_____ reading in Class _____ Sec _____ hereby give consent to handover an amount of Rs 2500/- (Two thousand five hundred only) in cash from the accounts department of the school to my ward as refund of surplus amount deposited for Inter DPS Basketball tournament 2016-17 held at DPS Daligaon. Thereby I shall not hold the school responsible for any loss/theft of the said amount once disbursed to my ward.

Signature of the parent

Date

Phone Number

N: B. This letter must be presented to the Accounts department at the time of collection of the refund money.