



Anjuman-I-Islam's
M. H. SABOO SIDDIK POLYTECHNIC

8, Saboo Siddik Polytechnic Road, Byculla, Mumbai - 400 008.

APPLICATION FOR LEAVING CERTIFICATE

Name : _____

G. R. No. : _____ Roll No. : _____ Course : _____

Remarks of Principal : _____

Remarks of H. O. D. : _____

Remarks of Registrar : _____

Fees Paid / Dues : _____

Fees Clerk's Sign. : _____

Librarian's Remarks : _____ Sign. : _____

Departmental Loss or
Dues to be Recovered : _____

Workshop : _____

Electrical Deptt. : _____

Civil Deptt. : _____

Mech. Deptt. : _____

Computer Deptt. : _____

Physics Lab. : _____

Chemistry Lab. : _____

OSA Book Bank Remarks : _____

Signature of Candidate

1. No Leaving certificate is given until all the sum dues to Polytechnic paid & all the library books returned.
2. Students who require the leaving certificate should produce the Identity Card without which Rs. 50/- will be charged as a penalty. Xerox copy of Marksheets & No Objection Certificate without which leaving certificate will not be issued.
3. Leaving Certificate will be issued after 15 days on the completion of all the formalities subject to the exigency of the office work.
4. A Fee as Rs. 20/- will be charged for every year after an year subject to maximum of Rs. 100/- & Rs. 100/- for duplicate certificate (on production of Affidavit)
5. Xerox copy of Final Year Marksheet should be attached with this form.