

**Office of the Principal
Krishnagar Government College
Krishnagar, Nadia, 741101**

NOTICE
23.10.2022

Cancellation of Admission in PG Courses for the Academic Session 2022-23

It is hereby notified to all students newly and provisionally admitted in different PG courses for the academic year 2022-23, that those who have been admitted to other universities or colleges in addition to this college and those who don't want to continue their studies in this college, must cancel their admission by sending an email to ***admission.kgc1846@gmail.com*** with the following attachments.

1. A handwritten application letter with guardian's signature (Format attached)
2. Copy of the application form
3. Copy of the payment receipts

এতদ্বারা 2022-23 শিক্ষাবর্ষের জন্য বিভিন্ন পিজি কোর্সে নতুন এবং অস্থায়ীভাবে ভর্তি হওয়া সমস্ত ছাত্র-ছাত্রীদের জানানো যাচ্ছে যে, যারা এই কলেজ ছাড়াও অন্যান্য বিশ্ববিদ্যালয় বা কলেজে ভর্তি হয়েছেন এবং যারা তাদের পড়াশোনা এই কলেজে চালিয়ে যেতে চান না, নিম্নলিখিত সংযুক্তি সহ ***admission.kgc1846@gmail.com***-এ একটি ইমেল পাঠিয়ে তাদের ভর্তি বাতিল করতে হবে।

1. অভিভাবকের স্বাক্ষর সহ একটি হাতে লেখা আবেদন পত্র (ফর্ম্যাট সংযুক্ত)
2. আবেদন ফর্মের কপি
3. পেমেন্ট রসিদের কপি

**Sd/-
Officer-in-Charge
Krishnagar Government College**

[FORMAT]

To
The Officer-in-Charge
Krishnagar Govt. College
Krishnagar, Nadia

Sub: Pray for Cancellation of Admission in _____ (Subject Name),
Application ID _____, and Refund of Admission Fees.

Respected Sir,

I, _____ (Name of Student), son/daughter of _____,
hereby beg to inform you that I had been empaneled for the PG subject
_____ in _____ category and took admission by paying the
requisite fees. But I am sorry to state that I am unable to continue the said course from your
prestigious institution due to _____ (state the
reason), and therefore, request you to cancel my admission in the PG subject
_____.

I further request you to refund the amount Rs. _____ paid online while taking the
admission as soon as possible.

Hopefully, my requests will be considered favorably.

Thanking you,

Date:
Place:

Yours faithfully,

(Signature of Student)

(Signature of Guardian)

Phone:

Enclosures:

1. Copy of Application Form.
2. Copy of Successful Payment Receipt.