



SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

University Road, Karachi-75300, Pakistan Tel: 34988000-5, 34980059-34980072

BREAKAGE / DAMAGE / LOSS-RECOVERY FROM STUDENT SECURITY DEPOSIT

DEPARTMENT: _____

Please Tick Appropriate Box

- LAB TITLE: _____ BLOCK: _____ FLOOR: _____ ROOM#: _____
- DEPARTMENTAL LIBRARY: _____ BLOCK: _____ FLOOR: _____ ROOM#: _____
- CENTRAL LIBRARY: _____

Date: _____

1.(a). Name: _____ b. Roll #: _____ c. Cell #: _____

(As Per Matric Certificate)

d. CNIC#: _____ e. Email: _____

2.(a). Father's Name: _____ b. Cell #: _____ c. Email #: _____

(As Per Matric Certificate)

3. Breakage / damage loss of any item & cost to be recovered.¹

a. Breakage / damage lost type with Cost _____

b. Cost of book drawn /handout/any other item _____

Applicant Signature

FOR OFFICE USE ONLY

4. Counter signed by:

Concerned Chairman

Lab Assistant/Admin Incharge

Forwarded to Finance Department for recovery from student fee account (Security Deposit)

¹ SSUET prospectus clause 4.3

Note: For effective recovery of breakage /Damage –Loss the concern dept must initiate this form within 72 hours of the occurrence.