

## **DETAILED PROCEDURE FOR REFUNDING OF SECURITY ONLINE**

- After completion of event on booked date/s, get **NOC** written by the Manager/Supervisor of the concerned stadia/complex.
- Write a letter to the Director Sports mentioning details of booking i.e. name of event, dates booked, Booking receipt no. (eg **SB-XYZ**), details of bank account (eg. Bank account no., IFSC code, name of bank, bank account holder name) in which security amount to be refunded.
- Attach with letter, detailed orders of booking, and **NOC** issued by Manager/Supervisor and submit the same to Cashier, Accounts Branch, Sports Department office.
- Security will be refunded with 5 working days tentatively on the provided bank details.