

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Principal,  
Government Medical College, Idukki

Date: \_\_\_\_\_

**Subject: Request for resignation/transfer of the MBBS seat allotted to me**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_,  
Roll No \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET), have cleared NEET-UG Examination,  
2024 and secured a Rank \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET) and was allotted MBBS seat at  
Government Medical College, Idukki in the first/second/mop up/stray vacancy round through All India  
Quota/ State Quota. I reported for joining at GMC, Idukki on \_\_\_\_\_.

I would like to resign and surrender the above allotted seat to me at Government Medical College,  
Idukki as I have been allotted MBBS seat at \_\_\_\_\_ in  
the first/second/mop up/stray vacancy round through All India Quota/ State Quota.

I am well aware of the fact that once my resignation/transfer request is processed, I will not have any  
claim or right over the cancelled seat at Government Medical College, Idukki. Also I am well aware that  
my eligibility to participate in the upcoming rounds of counseling will be based on the rules laid down by  
the Medical counseling committee (MCC, New Delhi) or Commissioner for Entrance Examinations (CEE  
Kerala) in their prospectus.

Requesting you to kindly process my request for resignation/transfer of the MBBS seat allotted to me at  
your institute through the online mode using the MCC/CEE portal and issue me my original documents  
which I had submitted at the time of joining at your institute.

Submitting herewith the following for your reference:

- 1. Photocopy of all my documents submitted at the time of reporting at GMC, Idukki.**
- 2. Admission slip issued from GMC, Idukki through MCC/CEE portal with signatures of principal (In original)**
- 3. Fresh allotment memo mentioning the upgraded college received by me**

Name and signature of the student:

Name, Relationship and signature of the parent/guardian:

Place:

Date:

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Principal,  
Government Medical College, Idukki

Date: \_\_\_\_\_

**Subject: Request for refund of college fee on resignation/transfer of the MBBS seat allotted to me**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_,  
Roll No \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET), have cleared NEET-UG Examination,  
2024 and secured a Rank \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET) and was allotted MBBS seat at  
Government Medical College, Idukki in the first/second/mop up/stray vacancy round through All India  
Quota/ State Quota.

I had paid a fee of amount Rs. \_\_\_\_\_ (in words  
\_\_\_\_\_) while joining your institute on  
\_\_\_\_\_, fee receipt number \_\_\_\_\_. I had submitted my request for  
resignation and surrender of the above allotted seat to me at Government Medical College, Idukki  
through the online mode using the MCC/CEE portal of the institute.

Submitting herewith the following for your reference:

1. My bank account passbook/cancelled cheque (*Note- bank account details submitted should be in name of the candidate and not of the parents/guardian*)
2. Copy of fee receipt paid at college.

Requesting you to kindly process the refund and credit it to my bank account details of which are as below (*KINDLY MENTION HERE ONLY DETAILS OF BANK ACCOUNT WHICH IN THE NAME OF STUDENT AND NOT IN NAME OF HIS/HER RELATIVES*):

Bank Name \_\_\_\_\_

Bank branch \_\_\_\_\_

Account Holders Name \_\_\_\_\_

Account Number \_\_\_\_\_

IFSC Code \_\_\_\_\_

Name and signature of the student:

Name, Relationship and signature of the parent/guardian:

Place:

Date:

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Principal,  
Government Medical College, Idukki

Date: \_\_\_\_\_

**Subject: Acknowledgement of receiving back my all original documents which were deposited at your institute at time of joining**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_,  
Roll No \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET), have cleared NEET-UG Examination, 2024 and secured a Rank \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET) and was allotted MBBS seat at Government Medical College, Idukki in the first/second/mop up/stray vacancy round through All India Quota/ State Quota.

I had submitted my request for resignation and surrender for the above allotted seat to me at Government Medical College, Idukki through the online mode using the MCC/CEE portal of the institute.

I hereby acknowledge the fact that the college authorities have handed me back my all original documents as mentioned below:

Name and signature of the student:

Name, Relationship and signature of the parent/guardian:

Place:

Date:

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Secretary,  
Parents Teachers Association, Government Medical College, Idukki  
Date: \_\_\_\_\_

**Subject: Request for refund of PTA fee on resignation/transfer of the MBBS seat allotted to me**

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_,  
Roll No \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET), have cleared NEET-UG Examination,  
2024 and secured a Rank \_\_\_\_\_ (CEE, Kerala), \_\_\_\_\_ (NEET) and was allotted MBBS seat  
at Government Medical College, Idukki in the first/second/mop up/stray vacancy round through All India  
Quota/ State Quota.

I had paid a PTA fee of amount Rs. \_\_\_\_\_ (in words  
\_\_\_\_\_) while joining your institute on  
\_\_\_\_\_, fee receipt number \_\_\_\_\_. I had submitted my request for  
resignation and surrender of the above allotted seat to me at Government Medical College, Idukki  
through the online mode using the MCC/CEE portal of the institute.

Submitting herewith the following for your reference:

1. The **ORIGINAL PTA fee receipt** paid at college.

I hereby request you to refund me the above amount.

Name and signature of the student:

Name, Relationship and signature of the parent/guardian:

Place:

Date:

\_\_\_\_\_ **ACKNOWLEDGEMENT** \_\_\_\_\_

Received Cheque for the amount of \_\_\_\_\_ bearing cheque No. \_\_\_\_\_ dated \_\_\_\_\_ of  
Union Bank, Cheruthoni as refund for the PTA fees paid by me.

Name and signature of the student:

Name, Relationship and signature of the parent/guardian:

Place:

Date: