

No Dues cum Caution Money Refund Form

Student Name				Father's Name			
Programme				Roll No.			
Email Id				Contact No.			
Bank A/c No:				Caution Money			
Name of the Beneficiary:				Amount			
Bank Name:							
IFSC Code:							
Address for correspondence							
S. No.	Department / Section	Dues Position	Date	Sign of Dealing Asst.	Sign. of HoD/ Dean/ Section Head		
1	Concerned Department (Softcopy Thesis Submitted and department forwarded to Academics/Library)						
2	Thesis/Project supervisor						
3	Library						
4	I/C Sports Activity						
5	Computer Centre						
6	Students' Affairs (ID card Submitted)						
7	Warden Student's Hostel						
8	I/C Mess Committee						
9	Dept. Lab in charge:						
10	Placement Cell :						
11	Academics (Fees dues)						
12	R & D Section						
13	Finance & Accounts						
	a. Semester fee:						
	b. Cash & Advance Section						
	c. Scholarship						
I. Certified that there are no dues against him/her							
II. Particulars of Dues to be							



recovered a. (if any) Amount Rs.....				
Address for future communication:				
.....City: State:				
Pin Code: Mobile: Personal e-mail id:				
Declaration				
<i>I hereby declare that there is nothing dues against me in the Institute. If any due is reported against my name I will refund the same within 15 days of such intimation.</i>				
Student Name		Student's Signature		
Date				
Recommended and Forwarded to Finance & Accounts for Refund of Caution Money				
Dealing Asst		A.R. (Academics) / I/c Academics		DoAA
Finance and Accounts				
Passed for Rs.				
Dealing Asst.	Jr.Suptd./Accountant	A.R. (F&A)	Finance Officer / Registrar	