

Despatch No:

Dated:

No Dues Certificate for Refund of Security

Subject : Refund of Hostel, Mess & Library-cum-Lab. Security

Amount of Security

Hostel Rs. Mess Rs. Lib.-cum-Lab. Rs. Total Rs.

Details of Student:

Name Father/Mother's Name

Contact No. Email ID

Permanant Address:

Batch No Registration No. Depart./Faculty

Bank Details of Student for RTGS/NEFT payment: (enclose the photocopy of bank pass-book containing under mentioned details)

Student's Name in Bank Account Bank Name

Student's Bank Account No. IFSC Code

(Signature of Student)

It is certified that there is nothing due against the student.

Library		Store/Lab Incharge -1	
Camera Incharge		Store/Lab Incharge -2	
Fee Clerk		Store/Lab Incharge -3	
IT Incharge		Store/Lab Incharge -4	
Hostel Warden (Only for Hosteller)		Store/Lab Incharge -5	
Mess (Only for Hosteller)		Director IFP/HOD (Only for students who haven't completed the course)	

Certitified by the Faculty Coordinator that:

1. Details mentioned above by student are as per record of the Dept./Faculty
2. He/She was a Hostler/non-Hostler.
3. Nothing is outstanding against the name of above student.
4. The claim for refund of security has been received within the stipulated period of one year after leaving the University.
5. Bank details submitted by the student have been checked & verified that the account is in the name of student.
6. The said student has completed / not completed his/her course.

(Faculty Coordinator)