

Sr. No.
Enrol. No.

Bank A/c No.
Name of Bank

प्रतिभूति प्रपत्र छात्रावास एवं संकाय

ENQUIRY FORM AND BILL FOR REFUND OF CAUTION
MONEY/MESS CAUTION MONEY/FAN CAUTION MONEY

दिनांक Date

नाम संकाय/विभाग कक्षा
Name Mr/Miss/Mrs College Class
रसीद संख्या दिनांक जिसमें प्रतिभूति जमा की गई थी
*Receipt No. Date under which the Caution Money was Deposited.
छात्रावास का नाम जहाँ छात्र रहता था **छात्रावास छोड़ने की तिथि
Name of Hostel in which last residing Date of leaving of the hostel
परीक्षा की अन्तिम तिथि
Last date of regular Examination he/she attended
(Back paper Exam. date is not taken in to account)

देय Dues on account of	रु० Rs.	पैसा P.	हस्ताक्षर Signature	टिप्पणी Remark
पुस्तकालय Library छात्रावास Hostel संकाय विभाग College Section प्रयोगशाला Laboratory Section छात्र निकाय City Delegacy शुल्क काउन्टर Fees Collection Counter				
कुल देय Total Dues ...			विद्यार्थी का हस्ताक्षर Signature of Candidate (Student)	
प्रतिभूति जमा की राशि Caution Money Deposited ...			पता Home Address	
अवशेष Balance to be returned				

कृपया विद्यार्थी के संकाय छोड़ने की अन्तिम तिथि लिखें
(Kindly give the last date when the Student attended the College)
Certified that the above information are Correctly given and the claim is in order as per University Rules.

अनुभागाधिकारी/स. कुलसचिव
Section Officer/Asstt. Registrar

संकाय प्रमुख/विभागाध्यक्ष
Dean/Head of the Department

FOR USE OF ACCOUNTS SECTION ONLY वित्त विभाग के लिए

प्रतिभूति खाते में नोट किया Noted in Caution Money Register	स्पेशल फण्ड	प्रतिभूति	Caution Money
	Spl. Fund	छात्रावास प्रतिभूति	Mess Caution Money
क्रम संख्या Item No.	भुगतान का रुपया Passed for Rs.		
पृष्ठ सं० Page No.	देय रुपया Less dues Rs.		
वर्ष/Year	कुल भुगतान का रुपया Net payable Rs.		
रसीद/चालान सं० Receipt/Challan No.	रुपया/(Rupees		
दिनांक Dt			
हस्ताक्षर/Sign			
दिनांक/Dt			
रुपया/Rs.			
वसूल पाया/Realised			
रसीद नं०/Wide R. No.			
दिनांक/Dt			
अनुभाग अधिकारी Section Officer	हस्ताक्षर Signature	अनुभाग अधिकारी/स० कुलसचिव Section Officer/Asstt. Registrar	

भुगतान रुपये/Paid Rupees बिल का सम्पूर्ण भुगतान पाया/Received Rupees
.....in full Payment of the Bill.
हस्ताक्षर/Signature
दिनांक/Dated

खजांची का हस्ताक्षर व दिनांक/Sign. of Cashier with date

PROCEDURE FOR REFUND OF CAUTION MONEY LIBRARY/MESS/FAN

1. Caution Money (College, Mess and Fan) bills/claims be accompanied with the original fee receipt against which Caution Money was deposited by the students. The drawing and forwarding officers are requested to sign and forward only such claims/bills which are accompanied with the original fee receipt.
2. Caution Money bills shall be drawn and forwarded in the following manner :

		Drawing Officer	Forwarding Officer
(a) Mess and Fan Caution Money	U.G.	Admin. Warden concerned	Director / Dean / (power may be delegated to Dy Registrar/ Asstt. Registrar of the Instt./ Faculty).
	P.G. & Research	do	H.O.D. Concerned.
(b) Library Caution Money	U.G.	Director / Dean or the officer who is delegated the power by the Director/Dean (Not below Asstt. Registrar) shall be bill drawing and forwarding officer.	
	P.G. Research	Head of the Deptt. concerned shall be both drawing and Forwarding Officer.	

3. While forwarding the bills signature of the students shall be attested by the Forwarding Officer.
4. Specimen signature of the Admin. Warden and Officer authorised to sign and forward the bill in the Faculty/Director Office be sent to the Finance Office.
5. **Refund of Caution Money will be made through account payee cheque/or RTGS/NEFT only.**

Address for Sending Cheques—

Name of student — Mr./Miss./Mrs.

.....

S/o, D/o, W/o

Full Address

.....

.....

Distt. Pin

Landline/Mob. No.

Signature of student

Detail of RTGS/NEFT for Remittance :

Name of beneficiary

Bank's Name and Branch

Account No,

Type of Account (Savings / Current etc.)

IFSC Code (should be eleven (11) digit)

PAN No.

Mobile No.

Authorised Signatory

Signature of student

Document to be attached at the time of submission of Caution Money Form —

1. No-dues from : Head/Dean, Library (Central/Department), Hostel/City delegacy, Laboratory, Fee counter.
2. Candidate with hostel facility have to fill up three (03) forms, while day scholar have to fill up single form.
3. Photocopy of all fee receipt deposited must be annexed with the application form, while the fee receipt containing Mess Caution Money/Fan Caution Money/College Caution Money (as applicable) should be in original only.
4. Payment will be made through Bank accounts only (except foreign students). Hence, photocopy of the Bank Pass Book should also be attached.

Note : No refund of Caution Money shall be made after the lapse of one year or before one month of leaving the University on completion of a particular course of study.