

Maulana Azad
NATIONAL INSTITUTE OF TECHNOLOGY
 BHOPAL-462 051

STUDENT NO DUES
cum
CAUTION MONEY REFUND
FORM

STUDENT NO DUES cum CAUTION MONEY REFUND FORM		Scholar No.	
		Course	
		Branch	
Student Name		Semester (Last attended)	
Address of correspondence		Date of leaving	
		S B A/c No & Bank Name/Place	State Bank of India..... IFS Code:
	Contact No.		

SI No	Department/ Sections	Dues position	Sign of HoD/ HoS/Warden
1	Project Guide (In case of PG & PhD Student)		
2	Concerned Department		
3	Concerned Hostel (In case of Hosteller)		
4	Library		
5	Accounts Section		
6	Controller of Exams		
7	Games & Sports		
8	NCC (for UG Students only)		

Declaration		For the use of Admission Section		
I hereby declare that there is nothing dues against me in the Institute except above. Even if, any due is reported against me I shall be liable to pay within a week from the date of intimation. Further, I have refunded the Stipend / Fellowship Rs. _____ vide TR No _____ dated _____ as I am unable to complete the said Course.		Certified that the caution money deposited by the Scholar may be refunded after recovery of dues (if any). Final Semester Mark sheet has been given to the student.		
Date:	Signature of Student	Checked by	OS	AR/ DR

For the use of Accounts Section

Caution Money Amount			Checked & found correct and Permissible for Refund of Caution Money of Rupees _____. Payment Voucher is put up for Approval.
Recovery (if any)			
Net Refund			
Checked By		Verified by	AR/DR
Note			
1	It is mandatory to fill all the requisite information in the format.		
2	Original shall be sent to Accounts Section for onward processing and a copy shall be retained by Academic Section		
3	If any alteration needed in the format must be brought to the notice of Benny Abraham for necessary action.		