



ASSAM UNIVERSITY

SILCHAR – 788 011

Security Deposit/Caution Money Refund Claim

1. Name of the Student/Scholar with full address : _____
2. Course of Study : _____
3. Session : _____
4. Name of the Department : _____
5. Date of Admission in the 1st Semester : _____
6. Date of declaration of result of final exam : _____
7. Amount deposited : _____
 - (a) As Library caution money : _____
 - (b) As Laboratory caution money : _____
8. Bank details : _____
 - (a) Bank Name & Branch : _____
 - (b) Account No. : _____
 - (c) IFSC Code : _____
 - (d) E mail id : _____
9. Contact No. : _____
10. Whether the Course is completed? : _____
(if not, furnish the details)
11. No Due Certificate submitted : _____
 - (a) From Central Library
 - (b) From Departmental Library
 - (c) From Departmental Laboratory(Please give tick mark on (a),(b) or (c) as required)

The information furnished above is true to the best of my knowledge and belief. Therefore an amount of Rs. _____ may kindly be refunded.

Verified by

Signature of the Claimant

Dealing Asstt.

Date.....

Office Memo No.....

Forwarded for consideration and necessary action

Signature of HOD with office seal

Signature of Librarian with office seal

Note.

1. No Due Certificate in original from Departmental Library/Laboratory must be enclosed.
2. 1st Admission fee receipt in original & Student Identity Card must be surrendered.
3. Photocopy of the 1st page of Bank pass book of the student displaying the name and bank account no. of the student.
- 4. Refund claim should be submitted within one month of appearing in the final semester Examination.**
5. No claim for refund of caution money will be entertained after one year from the date of publication of result of the final examination or discontinuation of the course as the claim for refund of such deposit will be treated lapsed as per rules.