



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) IFS 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.

Office Memo No.

Date:

Forwarded for consideration and necessary action

Signature of HOD with office seal

Note:

1. No Due Certificate in original from Central Library/ Departmental Library/ Laboratory and photocopy of 1st admission fee receipt must be enclosed.
2. 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.
3. Refund claim should be submitted within one month of appearing in the final semester examination.