Office of the Dean of Students

Presidency University

86/1 College Street, Kolkata- 73

28.01.2019

Students who have passed out from Presidency University (enrolled in 2014 or before) are requested to apply in the enclosed format for refund of Laboratory/Library Caution money and submit the duly filled up application to the office of the Dean of Students within 28 February 2019. Please enclose the original pay in slip (students' copy) and cancelled cheque or photocopy of the first page of the bank passbook along with the application.

Dean of Students

Copy to

1. The Registrar
2. The Finance Officer
3. All HODs
4. Students' Section
5. Boys' Hostel
6. Girls' Hostel
7. Office File

Presidency University

86/1, College Street, Kolkata- 700 073

Application Form for Refund of Laboratory / Library Deposit
(Strike out whichever is not applicable)

1. Name of the Applicant :
2. Mailing Address :
3. Mobile No. & E-mail Address :
4. Course : BA / B.Sc. / M.A. / M.Sc. in _____
5. Roll No. :
6. Examination Passed :
7. Year of Entry :
8. Year of Passing the Examination / Leaving the University :
9. Amount of Refund Applied for :

(To attach original Pay-in-Slip of the deposits)

Sl. No.	Particulars	Amount (Rs.)
1.	Library Deposit	
2.	Laboratory Deposit	
	Total	

Do you like to get the money through **NEFT or Cheque?**

If NEFT, then mention the following points:

Bank Name & Branch (with full Address) :

Account No. (with type of A/c) :

Account Name :

IFS Code :

MICR Code :

_____
Signature of Student / Applicant

_____
Signature with Rubber Stamp of HOD in confirmation of "No Dues" in Departmental Library and Laboratory:

Date:

Signature with Rubber Stamp of Librarian in confirmation of "No Dues" in Central Library: