

# APPLICATION FOR REFUND OF CAUTION DEPOSIT

TO  
The Head  
Accounts & Audit  
Academy of Technology  
PO- Aedconagar, Hooghly-712121, W.B.

Date :  
Application Serial No. 2023/  
[ For Office Use ] ↑

Sir,

I \_\_\_\_\_ (FULL NAME IN BLOCK LETTER)  
passed the final examination in the year 2023 from Academy of technology. At the time of  
admission I deposited the Caution Deposit (Refundable) as under :-

College Caution Deposit	Hostel & Mess Caution	Total Refundable
Amount (Rs.) :	Amount (Rs.) :	Amount (Rs) :
( Please Strike out if not Applicable )		

I also declare that I have paid all the dues of the college and returned the Library  
books taken by me and I would request you to refund me the Caution Deposit to the credit of  
my Bank Account as mentioned below through NEFT / Bank Transfer system.

## **Details of my Bank Account (BLOCK LETTER)**

STREAM ↓

Student's Name & STREAM →		
Name of the Account Holder →		
Name of the <b>BANK</b> →		
<b>BANK</b> Branch & Address →		
Account Number		
Confirm Account No		
<b>I F S C Code</b>		
<b>Confirm I F S C Code</b>		

## **Documents Attached**

1. Xerox copy of **Clearance Certificate** (College / Hostel) issued by the college.
2. Xerox copy of **Money receipt** issued at the time of admission / Hostel admission.
3. One Cancelled **Cheque Leaf** or Xerox copy of **Bank Pass Book**(1<sup>st</sup> Page).

\_\_\_\_\_  
**Full Signature of the Student / Applicant**

Mobile No : \_\_\_\_\_

Date :

Email :

## **Instruction for Submission of the Application**

- ✓ Please download and fill the Form properly and submit the same to the Accounts Department.
- ✓ Bank particulars are to be given very carefully, wrong information may lead to payment being made to wrong account, and in such cases the Institute will not be held liable and the payment will be deemed to have been made to the student's account.
- ✓ If it is found that the student has not attached the documents as mentioned above and not paid all the dues of college and / or Hostel, the Refund will be withheld.
- ✓ Incomplete Form will not be entertained.
- ✓ The payment dates will be notified the web site of the college and it will be made only to the Bank Account of the student as mentioned above.
- ✓ **The application must be submitted within 30/11/2024.**

↓----- FOR OFFICE USE ONLY ----- ↓

Total Refund Amount	Schedule No.	Verification Date	Remarks	Signature