

SAMRAT ASHOKE TECHNOLOGICAL INSTITUTE
An Autonomous Engineering Collage Affiliated RGPV Bhopal
Vidisha(M.P.)

NO DUES CERTIFICATE FOR STUDENTS

Name of the student (In full with surname):

Class : B.E. /B.E. (PTDC)/ MCA/M.E./M.Tech./MBA /M.Sc.

Sch. No. :Enrollment No.

Mob. E-mail ID

SNo	Section/Deptt.	Dues Amount Particulars	Dues whether intimated to A/C. & date	full signature
1.	Head of Civil Engg. Deptt.			
2.	Head of App. Mech. Deptt.			
3.	Head of Mech. Engg. Deptt.			
4.	Head of Elect. Engg. Deptt.			
5.	Head of E&I Deptt.			
6.	Head of BME Deptt.			
7.	Head of E&TC Deptt.			
8.	Head of IT Deptt.			
9.	Head of CSE Deptt.			
10.	Head of Chemical Deptt.			
11.	Head of MCA Deptt.			
12.	Head of Maths Deptt.			
13.	Head of Physics Deptt.			
14.	Head of Chemistry Deptt.			
15.	Head of MBA Deptt.			
16.	Head of Humanities Deptt.			
17.	Drawing & Survey Lab.			
18.	Work Shop Supdt.			
19.	Library (Librarian)			
20.	PIC NCC.			
21.	PIC NSS.			
22.	Hostel Worden.			
23.	Account Section.			
24.	Office (Registrar)			
25.	Co-OP Stores.			
26.	Office Stores (Degree)			
27.	Office Stores (Poly)			
28.	Games & Sports.			
29.	Any other Sect./ Deptt.			
30.	V.V. Natu Comptuer Centre			

INSTRUCTION :

1. Application for refund of deposits should be submitted only on prescribed form duly completed in all respect & no dues should also be verified on above form.
2. After verification of 'No Dues' of all concemed departments, the application along with annex. Should be given to office for report. No application will be entertained by the A/C Sec. /Deptt. Directly.
3. After application is received by the accounts deptt. the payment will be made to the student himself next day provided 'No Dues' in all respects is completed and proper & full particulars as per application are furnished along with original receipt.
4. In case of Instt. Caution money refund will be made after six months from the date of leaving the instt. Whether passed, failed of left for any other reason.
5. No payment will be remitted to any other person inspite of authority.
6. If payment is required by M.O / Cheque / Draft necessary charges will be deducted from the deposit.
7. Original receipt of fee/deposit shall be enclosed with this from failing which refund will not be possible.
8. When student applies for the refund he should submit 'No Dues' as per form, Stamped receipt in advance & original receipt so as to enable the office for early payment.

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Vidisha

Application for Refund of Student's Deposits

1. Name (in full with surname) :
2. Scholar No. :
3. (a) Nature of deposit: Institute/ Hostel
Caution money/Mess Advance & :
Mess Security. :
- (b) Amount :
- (c) Receipt no & date of deposit
(original receipt) :
4. (a) date of leaving Instt./hostel. :
- (b) class :
5. Purpose of refund of deposit :
6. mode of payment (whether required
by M.O./Cheque/Draft) :

Date

(Signature of the Student)

(REPORT OF THE OFFICE/ HOSTEL WARDEN)

The above named Student has left the institute/hostel on
Recovery as shown Over-leaf-may be deducted from his deposits. Bearer of the application is the Student himself and he has also completed six months from the date of leaving the institute. Therefore the refund be made.

Date

(Registrar / Hostel warden)

(FOR ACCOUNTS DEPARTMENT)

Mr. has deposited Rs..... vide R. No.
..... datedas per sl. No. & page No.
..... of caution money deposit register which is properly verified and checked. Recovery of
Rs..... as per details over-leaf may be deducted and balance paid to him in person / by
M.O. on his home address. Stamped receipt has obtained. Any other remarks
.....

Signature of A/c. Clerk

Acct. / Office Supdt. A/c.

REFUND ORDERS

Refund Rs. (Rupees) after
recovery of dues to the student himself / by M.O. / Cheque / Draff

Account Officer

Director