

Ref No.: IUS/GTK/RG/260

Dated: May 19, 2023

NOTICE

Caution Deposit Refund to National & International Students

This is to inform all the graduating students for the year 2023 to fill & submit the hard copy of CD refund application form (enclosed as Annexure-I) along with a copy of the bank pass book or cancelled cheque to the Librarian for processing of the CD.

The Caution Deposit will be processed after the End-Term results are declared and upon qualifying the graduate/post graduate degree. Further, the CD amount will be refunded in the student's bank account. Therefore, the students are advised to enclosed a copy of their bank pass book/cancelled cheque.

If a student do not have a bank account then he/she can give a copy bank pass book or cancelled cheque of their parents enclosing an application letter to the undersigned.

Note: For International Students Only.

The HDFC Bank have CMS remittance tie up with the following Banks:-

Nepal Investment Bank - "NPLINVBKL "
Sunrise Bank Limited - "SBANKLTD"
Siddhartha Bank - "SDHRTBKL"
Bank of Kathmandu- "KATHBANK"
kist Bank- "KISTBL"
Janata Bank- "JBKNEPAL"
Century commercial Bank - "CNTYCMBK"
Everest Bank - "EVEREST"
Bank of Bhutan - TNATBHU
Bhutan National Bank - BOBHUT
Grand Bank Nepal - GRNDBKNEPL
Citizen bank - "CZBNKNEPAL"

The students need to fill the application form (enclosed as Annexure-I) and need to get the clearance signature in order.

- Examination Department
- Accounts Department
- Librarian


Rohit Rathi
Registrar



APPLICATION FOR THE REFUND OF CAUTION DEPOSIT

Name :

Program :

Batch :

Enrolment No. :

Year of Graduation :

Email ID :

Mobile No. :

Father's Name :

Mother's Name :

Bank Name :

Branch :

Account Holder Name:

Account No. :

IFS Code :

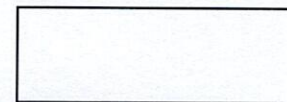
Important Notes

1. Only qualified/withdrawn students are eligible for CD amount.
2. If a student doesn't have a bank account, he/she can attach cancelled cheque or copy of the bank passbook of his/her parents. The same information should be given in the form along with an application along with an application letter.
3. The Caution Deposit amount will be refunded after due verification from the Examination Dept, Library & the Accounts Department. Any dues arising on the account of fee due, non return of library books etc shall be adjusted with the Caution Deposit amount and the balance will be refunded to the students in their bank accounts.
4. The Degree or the Certificates will not be issued to the students if the due amount exceeds the CD refund amount.
5. All the refunds will be made in INR and within 20-25 working days.

I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

___/___/___

Date of Submission



Student Signature

Encl:

1. Copy of cancelled cheque or bank pass book.

Associate Dean

Registrar

Vice Chancellor

NO DUE CERTIFICATE

This is to certify that Mr/Ms Enrollment Nohas completed his/her Course.He/She has no dues in the following departments.

SL No	Department	Category of DUES	DUES	Payment Details	DATE of Receipt	NAME of the Official	Signature of the Official
1	Accounts						
2	Academic						
3	Library						
4	Sports						
5	Examinations						
6	Any Other Departments						

Date :

Place :

Permanent address & contact details for future communication

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Associate Dean

Registrar