

Ref No.: IUS/GTK/RG/665

Date: May 14, 2026

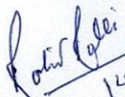
## NOTICE Caution Deposit Refund Instructions


### Students are required to:

1. Print and submit the duly filled Caution Deposit Refund Application Form to the Accounts Office.
2. Attach a photocopy of a cancelled cheque or bank passbook.
3. The CD Refund Application Form is enclosed as Annexure.
4. Submit the completed form to the Accounts Officer on or before **June 12, 2026**.

### Important Points to Note:

1. Only qualified students are eligible for Caution Deposit refund. Students who could not qualify for the Degree will be required to submit the CD Refund Application Form again after appearing in the Supplementary Examination and qualifying for the Degree.
2. Students without a bank account may submit the cancelled cheque or bank passbook of a parent/guardian along with an application letter explaining the same.
3. A No Due Certificate must be enclosed with the CD Refund Application Form. *Any dues (such as unpaid fees, unreturned library books, etc.) will be adjusted against the Caution Deposit. The balance amount, if any, will be refunded only to the student's bank account only.*
4. Degree/Certificates will not be issued if the outstanding dues exceed the refundable Caution Deposit amount.
5. Caution Deposit refunds will be processed during **September-October 2026**.

  
14/5/26  
Dr. Rohit Rath  
Registrar



## APPLICATION FOR THE REFUND OF CAUTION DEPOSIT/SECURITY DEPOSIT/EXCESS FEES

Name : .....  
Program : .....  
Batch : .....  
Enrolment No. : .....  
Year of Graduation : .....  
Email ID : .....  
Mobile No. : .....  
Father's Name : .....

### COPY OF CANCELLED CHEQUE OR BANK PASS BOOK

(If the account holder is someone other than the student, an additional application stating the relationship with the student must be attached to this form.)

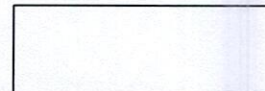
Bank Name : .....  
Branch : .....  
Account Holder Name : .....  
Account No. : .....  
IFS Code : .....

#### Important Notes

1. Only qualified students are eligible for Caution Deposit amount.
2. 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.
3. The Degree or the Certificates will not be issued to the students if the due amount exceeds the Caution Deposit refund amount.

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Submission



Student Signature

For Office Use Only

**Registrar**

**Vice Chancellor**

## NO DUE CERTIFICATE

This is to certify that Mr. / Ms. \_\_\_\_\_,

Enrolment No. \_\_\_\_\_, Batch: \_\_\_\_\_, Program: \_\_\_\_\_ has

requested for a No Due Certificate as the student has completed his course.

| SL No         | Department            | DUES, if any | Signature |
|---------------|-----------------------|--------------|-----------|
| 1             | Accounts              |              |           |
| 2             | Academic              |              |           |
| 3             | Library               |              |           |
| 4             | Examinations          |              |           |
| 5             | Any other Departments |              |           |
| <b>Total:</b> |                       |              |           |

| Description  | Amount (Rs.) |
|--|--------------|
| Certified and confirm for refund of excess amount paid ..... |              |
| Security Deposit .....                                       |              |
| Caution Deposit .....  |              |
| Total .....  |              |
| Less: Dues, if any .....                                     |              |
| Net amount to be refunded .....                              |              |
| Checked & Verified   |              |
| Accounts Officer Signature                                   | Date:        |