

Ref No.: IUS/GTK/RG/520

Date: June 19, 2025

NOTICE

Subject: Verification of Personal Details & Caution Deposit Refund Process

All final year students are hereby informed to verify their personal details (Name, Enrolment Number, Gender, Father's Name, Date of Birth, Address, etc.) for the printing of:

- Migration Certificate
- Degree Certificate

A list has been displayed on the University Notice Board. In case of any discrepancy, please report it immediately to the Office of the Registrar, along with supporting documents, on or before **June 30, 2025**.

Caution Deposit Refund Instructions

Students are required to:

1. Collect and submit the duly filled Caution Deposit Refund Application Form from Accounts Office.
2. Attach a photocopy of a cancelled cheque or bank passbook.
3. Submit the completed form to the Accounts Officer on or before June 30, 2025

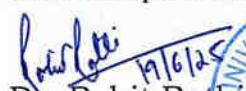
Important Points to Note:

1. Only qualified students are eligible for Caution Deposit refund.
2. Students without a bank account may submit the cancelled cheque or bank passbook of a parent, along with an application letter explaining the same.
3. No Due Certificate must be obtained from the:

- Examination Department
- Library
- Accounts Department

Any dues (e.g., unpaid fees, unreturned books, etc.) will be adjusted against the Caution Deposit. The balance amount (if any) will be refunded to the student's bank account only.

4. Degree/Certificates will not be issued if the outstanding dues exceed the refundable Caution Deposit.
5. Caution Deposit refunds will be processed during September–October 2025.


Dr. Rohit Rath
Registrar

