

To,  
The Principal,  
Asansol Engineering College  
Vivekananda Sarani, Asansol- 5, WB

Date:.....

**Sub : Refund of Caution Money**

Name : .....  
Degree : .....Stream : .....Session.....  
Roll No. : .....Registration No.:.....  
E-Mail Id : .....Mobile No. : .....  
Full Address : .....

**Bank A/c Details:**

Name of the Account holder (Student): .....  
Bank A/c No. : ..... Type of A/c (SB/CD/OD) : .....  
Bank Name : .....Branch:.....  
Bank Branch Full Address : .....  
Bank Branch IFSC Code : .....

**NO DUES CERTIFICATE:**

Department / Section	Dues/No Dues	Signature of Concerned Head
Department & Lab		HOD:
Library		Librarian:
Sports & Games		Sports In-charge:
Identity Card		ID In-Charge :
Hostel Clearance		Seat Rent: <span style="float:right">Warden :</span>
Hostel Mess Clearance		Mess In-charge : <span style="float:right">Warden :</span>
Exam Cell		Exam in-Charge:
Registrar's Office		Registrar:
Accounts section		Accountant:

**I hereby declare and undertake that:**

- All the information provided above is true and complete in all respect
- If the details mentioned by me above are incorrect due to any reason (Including Typing/ Writing error, etc. ) I shall be completely responsible for any loss such as non-receipt of caution money.
- The college will not be responsible for wrong credit of caution money in case where I have mentioned the Account No. and other details as above wrongly and I also understand that in such cases I will not be getting any Caution Money.
- All charges related to transfer of Caution Money (Applicable at the time of transfer of Caution Money as levied by the Bank) in my Account will be borne by me.

.....  
Signature of the Student

For Office Use Only

(Office to verify and check whether Form is complete in all respect before accepting)

.....  
Signature of the  
In-Charge Accounts Department

Seal of the college

.....  
Principal

\*Attach cancelled Cheque bearing A/C No. and IFSC Code or front page photo copy of Pass Book.