

To,
 The Director-cum-Principal,
 Greater Kolkata College of Engineering and Management
 Baruipur, Kolkata – 700144

Date:.....

Sub : Refund of Caution Money

Name :.....
 Degree :.....Stream :.....
 Roll No. :.....Registration No.:.....
 E-Mail Id :.....Mobile No. :.....
 Full Address :.....
 Bank A/c Details
 Type of Account (Savings/Current/OD) :.....
 Bank Name :.....Branch:.....
 Bank Branch Full Address :.....
 Bank Branch IFSC Code :.....

NO DUES CERTIFICATE :

Library	Dues/No Dues	Signature of the Librarian

Department Lab	Dues/ No Dues	Signature of the HOD
BASIC SCIENCE		
CIVIL ENGINEERING		
MECHANICAL ENGINEERING		
ELECTRICAL ENGINEERING		
COMPUTER SCIENCE & ENGG.		
ELECTRONICS & COMM. ENGG.		

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

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 Principal