

SAMRAT ASHOK TECHNOLOGICAL INSTITUTE, VIDISHA (M.P.)
(An Autonomous Engineering College Affiliated to RGPV Bhopal)

NO DUES CERTIFICATE FOR STUDENTS

Name of the student (In full with surname):

Class : B.E. /B.Tech./ MCA/M.E./M.Tech./MBA /M.Sc.

Sch. No. :Enrollment No.

Mob. E-mail ID

SNo	Section/Deptt.	Dues Amount Particulars	Dues whether intimated to A/C. & date	full signature
1.	Head of Civil Engg./AG			
2.	Head of Mech. Engg.			
3.	Head of Elect. Engg.			
4.	Head of E&I /BME			
5.	Head of E&C			
6.	Head of INOT			
7.	Head of CSE/IT/AIDS/CSITCS Deptt.			
8.	Head of MCA			
9.	Head of Applied Science			
10.	Head of MBA			
11.	Work Shop Supdt.			
12.	Library (Librarian)			
13.	PIC NCC.			
14.	PIC NSS.			
15.	Hostel Warden.			
16.	Account Section.			
17.	Office (Registrar)			
18.	Co-OP Stores.			
19.	Office Stores (Degree)			
20.	Games & Sports.			
21.	VVNCC			
22.	Any other Sect./ Deptt.			

INSTRUCTIONS : Write in Block Letter (clear characters and numbers)

1. Bank Account: Name of Bank:
2. IFSC

Signature of Student

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Application for Refund of Student's Deposits

1. Name (in full with surname) :
2. Scholar No. :
3. (a) Nature of deposit: Institute/ Hostel
Caution money/Mess Advance & :
- Mess Security. :
- (b) Amount :
- (c) Receipt no & date of deposit
 (original receipt) :
4. (a) date of leaving Instt./hostel. :
- (b) class :
5. Purpose of refund of deposit :
6. mode of payment (whether required
by M.O./Cheque/Draft) :

Date

(Signature of the Student)

(REPORT OF THE OFFICE/ HOSTEL WARDEN)

The above named Student has left the institute/hostel on
Recovery as shown Over-leaf-may be deducted from his deposits. Bearer of the application is the Student himself and he has also completed six months from the date of leaving the institute. Therefore the refund be made.

Date

(Registrar / Hostel warden)

(FOR ACCOUNTS DEPARTMENT)

Mr. has deposited Rs..... vide R. No.
..... datedas per sl. No. & page No.
..... of caution money deposit register which is properly verified and checked. Recovery of
Rs..... as per details over-leaf may be deducted and balance paid to him in person / by
M.O. on his home address. Stamped receipt has obtained. Any other remarks
.....

Signature of A/c. Clerk

Acct. / Office Supdt. A/c.

REFUND ORDERS

Refund Rs. (Rupees) after
recovery of dues to the student himself / by M.O. / Cheque / Draft

Account Officer

Director