



PRESIDENCY UNIVERSITY
KOLKATA

Office of the Dean of Students' Affairs

Presidency University

86/1 College Street, Kolkata- 73

Notice

Students passed out from Presidency University who are interested to get refund of laboratory/library deposits are requested to apply in the format attached here with and submit the same at the office of the undersigned by 29th April 2016.

Students who would not be able to submit the form personally, are requested to send their representative with a proper authorization letter and a photo Id proof to collect the refundable amount on their behalf.

Gagan Chakrabarti 11/4/16
Dean of Students (Addl. Charge)

Copy to :

1. Registrar
2. Finance Officer
3. COE
4. Student Section
5. All HODs
6. Dean of Faculty of Natural and Mathematical Sciences
7. Dean of Humanities and social sciences
8. Boys Hostel
9. Girls Hostel
10. DOS notice board
11. Mr. Sanjib Chatterjee, for uploading please.



Presidency University
86/1, College Street, Kolkata- 700 073

Application Form for Refund of Laboratory / Library Deposit
(Strike out whichever is not applicable)

1. Name of the Applicant :
2. Mailing Address :
3. Mobile No. & E-mail Address :
4. Course : BA / B.Sc. / M.A. / M.Sc. in _____
5. Roll No. :
6. Examination Passed :
7. Year of Entry :
8. Year of Passing the Examination /
Leaving the University :
9. Amount of Refund Applied for :
(To attach original Pay-in-Slip of the deposits)

Sl. No.	Particulars	Amount (Rs.)
1.	Library Deposit	
2.	Laboratory Deposit	
	Total	

Do you like to get the money through **NEFT or Cheque?**

If NEFT, then mention the following points:

- Bank Name & Branch (with full Address) :
- Account No. (with type of A/c) :
- Account Name :
- IFS Code :
- MICR Code :

Signature of Student / Applicant

Signature with Rubber Stamp of HOD in confirmation of "No Dues" in Departmental Library and Laboratory:

Date:

Signature with Rubber Stamp of Librarian in confirmation of "No Dues" in Central Library:

Date: