

**Government of West Bengal  
Office of the Principal  
Jalpaiguri Government  
Engineering College  
Jalpaiguri-735102, West Bengal,  
India**



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**Ref no.534-P/2020**

**23.11.2020**

**Cancel of admission & refund of admission fees**

It is hereby informed to all concerned that the enclosed application must be submitted by speed post/registered post for the refund of provisional admission fees. Please click the following link and submit the details:

<https://forms.gle/Zdr4TrPfBcmx4gWt5>

**Principal**

To  
The Principal/Officer-in charge  
Jalpaiguri Government Engineering College  
Jalpaiguri-735102

Date:

Sub: Prayer for refund of refundable portion of Fees deposited at the time of Provisional admission/After registration.

Sir,

With due respect I am to request you to-

- Cancel my candidature/ studentship as I have got admitted in another institute and arrange to refund the refundable portion of fees including College/Mess Caution Money after adjusting dues, if any.
- Issue transfer certificate in favour of me, if applicable
- Arrange to refund the refundable portion of fees including College/Mess Caution Money after adjusting dues, if any, as I passed out in the year \_\_\_\_\_ from J.G.E.C.
- Arrange to issue A/C payee cheque in favour of me or credit to the bank Account mentioned hereunder. (Please strike out which is not applicable.)

(FILL IN BLOCK LETTERS)

1. Name of the student :
2. College Roll No. :
3. WBUT Roll & Registration No. :
4. Year of Admission in College :
5. Hostel Boarders/Day Scholar :
6. Date of leaving Hostel :
7. Hostel No. & Room No. :
8. **Mobile No.(MANDATORY)** :
9. **E-mail Id (MANDATORY)** :
10. BANK & Branch :
11. Bank Account No. :
12. Bank IFSC Code :

**(Note: The bank account should be in the name of the Student or where student is the First Holder of Account)**

\_\_\_\_\_  
(Counter Signature of Guardian with date)

\_\_\_\_\_  
(Full signature of the student with date)

- Mandatory Enclosure:** 1.Original Admission Slip & WBEE Rank Card (for transfer due to decentralised counselling)  
2. Self attested copy of the Photo Id Card of Student (Preferably College ID Card or WBUT Registration certificate for Pass out student/ student transferred during the Mid- session), if applicable  
3. A cancelled cheque & copy of the 1<sup>st</sup> page of Pass Book of the bank Account stated above (self signed)

**For office use only)**

1. Remarks of the Principal/O.I.C.	3. Remarks of the Librarian	5. Remarks of Cashier
2. Remarks of the Dy. Registrar.	4. Remarks of the Asstt. Proctor	6. Remarks of the Accounts Officer