

## FORM FOR PASS OUT STUDENT

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

Sub: Prayer for refund of refundable portion of Fees deposited at the time of admission.

Sir,

With due respect I am to request you to-

- Arrange to refund the College/Mess Caution Money after adjusting dues, if any, as I passed out in the year \_\_\_\_\_ & DEPT. \_\_\_\_\_ of **B.Tech/ M.tech** 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 & passing out from the 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)

**Enclosure(Mandatory):-**1. Self attested copy of the college Id Card of Student. 2.. 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
1. Remarks of the Dy. Registrar.	4.Remarks of the Asstt. Proctor	6. Remarks of the Accounts Officer

Note: Hard copy of the documents must be submitted to the office. No soft copy will be accepted.