

**PANJAB UNIVERSITY, CHANDIGARH**

**APPLICATION FOR REFUND OF (i) LIBRARY SECURITY (ii) TUITUION FEE/EXCESS FEE  
[The time limit for claiming security is six months]**

To  
The Registrar,  
Panjab Universty,  
Chandigarh.

Dear Sir,

Kindly refund the sum of Rs .....(Rupees .....only) paid by me to your office, as per particulars given below:

1. Name of the student (in block letters).....
2. Father's name .....
3. Name of the Department .....
4. Class..... 5. Class/Roll No.....
6. Reasons for claiming refund .....
7. Date of joining the Department .....(year in which you sought the admission for the 1<sup>st</sup> time)
8. Date of leaving the department .....
9. I willingly donate the sum of Rs .....(.....) deposited by me as Security, to a fund, for building an Auditorium in the University.

.....  
.Name & signature of the donor.

Counter Signature  
Chairman/Head of the Deptt.

Yours faithfully,

Dated.....20

(Signature of the student)

Address at which the }  
Cheque is to be sent } .....

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**TO BE FILLED IN BY THE HEAD OF THE DEPARTMENT**

Endorsement No.....Dated.....20

Forwarded to the Registrar, Panjab University, Chandigarh, with the remarks:

- (1) That the above particulars have been verified and found correct.
- (2) That the student has returned all the books and apparatus to the Department and nothing is due from him/he.
- (3) That he/she did not overstay in the department in connection with the completion of his/her research work( this is applicable in the case of M.Sc./M.Pharm. students only).
- (4) That the student owes nothing to the Panjab University Library and the clearance certificate from the Librarian is given below.  
It is further certified that student has worked as a Student Demonstrator, with effect from.....20 to 31<sup>st</sup> March, 20
- (5) That the claim has been made within the time limit of 6 months.

Head of the Department

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Certified that Mr./Miss/Mrs.....Roll No.....  
Class ..... deptt..... Session ..... has returned all the books and nothing is due from him/her.

Librarian  
Panjab University Library, Chandigarh

**TO BE FILLED IN BY N.C.C. OFFICE**

Certified that Mr.....Cadet No.....  
of ..... Department ..... Class, owes nothing to the N.C.C Office.

O.C.  
Panjab University N.C.C. Office.

**TO BE FILLED IN BY THE ACCOUNTS BRANCH**

University Receipt No. and Date.....

D & C No..... Year.....

A sum of Rs. .... may kindly be refunded and cheque be prepared in the name  
of .....

A.R.A.

O.S.A.

Assistant

Accounts Clerk

**OFFICE PAY ORDER**

**AUDIT PAY ORDER**

Pay Rs.....

Rupees.....

Budget Provision : exists

.....

Budget Head      Refund  
                          Refund of Student  
                          Security

Examined by :

Prepared by :

Cheque No.

Date

A.R.A.