PANJAB UNIVERSITY, CHANDIGARH

APPLICATION FOR REFUND OF (i) LIBRARY SECURITY (ii) TUITION FEE/EXCESS FEE

[The time limit for claiming security is six months]

To
The Registrar,
Panjab University,
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 1st 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 ………………………………………………………………………………………………

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/her.

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 31st March, 20

5) That the claim has been made within the time limit of 6 months.

Head of the Department

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

P.T.O.
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.

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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 …………………………………………………………………………………………………

<table>
<thead>
<tr>
<th>A.R.A.</th>
<th>O.S.A.</th>
<th>Assistant</th>
<th>Accounts Clerk</th>
</tr>
</thead>
</table>

**OFFICE PAY ORDER**

Pay Rs. ………………………
Rupees ………………………
Budget Provision : exists

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**AUDIT PAY ORDER**

Budget Head \[Refund\]
Refund of Student Security
Examined by : Prepared by :
Cheque No.
Date A.R.A.