



BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
APPLICATION FOR CAUTION MONEY REFUND

To,
The Deputy Comptroller/Deputy Finance Officer,*
Birla Institute of Technology,
Mesra, Ranchi - 835215

Date: _____

Subject: Application for Caution Money Refund

Respected Sir/Madam

I have completed my study at BIT, Mesra in the month of June, 20____. The Caution Money deposit, amounting to Rs. _____ (Rupees _____ only), as was paid by me at the time of admission, may please be refunded to me by transfer to my bank account as per the details being provided below.

Details of Bank Account

Name of Account Holder: _____

(The Account holder should be the student only)

Account Number: _____

Name of Bank: _____

Branch: _____

IFSC Code: _____

Thank You,

Yours faithfully,

Signature of the student

Name in full :

Programme :

Roll No :

Mobile No :

Yr. of Passing :

Encl:

- ❖ Copy of Degree Certificate
- ❖ Copy of Photo ID Card
- ❖ Copy of First Page of Bank Pass Book's front bearing the Name, Address and A/c Number

*For Students from BIT Campuses other than Mesra, the Application may be addressed to Director of the Respective BIT Campus

UNIVERSITY POLYTECHNIC
B.T.U. MESRA RANCHI

Information to be completed by the student before leaving the University Polytechnic, B.T.U. Mesra after Final Examination, for obtaining the Provisional Diploma Certificate in the ensuing Convocation. The correct name with correct spelling both in Hindi & English must be written clearly as the Institute Diploma/Degree Certificate is in Hindi also.

BIO-DATA FOR CONVOCATION PURPOSE

1. Full Name in English Ms./Mr.
2. Full Name in Hindi.
3. Father's Name.
4. Date & Month of Admission.
5. Date of Birth.
6. Name of Course and Branch.

Please write Yes, if you belong to any one or more of the following categories

1. SC..... 2. ST..... 3. PTG..... 4. OBC.....

This information has been filled in own handwriting and the entries made are correct.

Name:

Roll No.

NO DUES CERTIFICATE

- | | |
|---------------------------|--------------------------------------|
| 1. Mess Dues..... | 6. Games/Sports..... |
| 2. College Dues..... | 7. I/c. Souvenir Committee..... |
| 3. Hostel Clerk..... | 8. Library Dues up to date..... |
| 4. Hostel Supdts..... | 9. I/c Cultural Society..... |
| 5. Head of the Deptt..... | 10. Director, Univ. Polytechnic..... |

Permanent Address
(In Block Capital letters)

Communication Address
(In Block Capital letters)