## Guru Gobind Singh Indraprastha University Sector 16-C, Dwarka, New Delhi-110078

# Academic Coordination Branch

F.No.IPU/JR (Acad.Coord)/2012-13/359

Dated: 04/06/2013

All Deans/Prof. In-Charge (USS) GGSIP University

Subject: Submission of new format of "No Dues Certificate" Form for Security Refund.

It is in Continuation with Circular No. F.No.IPU/JR (Acad.Coord)/2012-13/288 dated 23.04.2013 regarding the new format of "No Dues Certificate" for refund of security amount deposited at the time of admission. The Students of University Schools of Studies are requested to submit duly filled in new format of No Dues Certificate in their respective schools for refund of security.

All concerned are requested to note that the security refund cases will not be processed in the old format. So the details of the students of University Schools of Studies should be sent in new format only.

> (Dr. Renu Tomer) Asstt Registrar (Acad. Coord)

#### Copy to:

- 1. Dean USBT
- 2. Dean USICT
- 3. Dean USLLS
- 4. Dean USMS
- 5. Dean USBAS
- 6. Prof In-Charge USAP
- 7. Dean USEM
- 8. Dean USHSS
- 9. Dean USCT
- 10. Dean USE
- 11. Dean USMC
- 12. Dean USET
- 13. Dean USMPHS.

14. Chairman UCITIM (with request to upload the same on University website).

- 15. AR to Hon'ble VC.
- 16. AR to Registrar
- 17. Office Copy
- 18. Guard file

NOTE: All Deans are requested to put up the same on schools Notice Boards for information of



## Guru Gobind Singh Indraprastha University Sector 16-C, Dwarka, New Delhi-110078

(UNIVERSITY	SCHOOL OF	

### NO DUES CERTIFICATE

(For refund of security amount deposited at the time of Admission)
(Filling all columns is necessary)

2. Father's Name 3. Mother's Name 4. Name of the Programme 5. Enrollment No. 6. Correspondence Address 7. Security Amount Deposited (Rs.) (at the time of admission) 8. Telephone / Cell No. 9. Email Address 10. Year of Passing 11. Result (Passed / Awaited) 12. E - Refund Details: a) Complete Bank Account No (A photocopy of cheque be enclosed) b) Name of Bank with Address c) MICR Code d) IFS Code  UNDERTAKING 1 declare that information given above is correct to the best of my knowledge and belief. The separation of the deposit may be refunded to me after deducting dues, (if any) as indicated below:  My original Identity Card is enclosed.  Dated:  No Dues / Dues (if any, may please be specified)  Librarian  Hostel Warden (Boys/Girls)	All	Name of the Student	(in Canitala)		
3. Mother's Name 4. Name of the Programme 5. Enrollment No. 6. Correspondence Address 7. Security Amount Deposited (Rs.) (at the time of admission) 8. Telephone / Cell No. 9. Email Address 10. Year of Passing 11. Result (Passed / Awaited) 12. E -Refund Details: a) Complete Bank Account No (A photocopy of cheque be enclosed) b) Name of Bank with Address  c) MICR Code d) IFS Code  UNDERTAKING I declare that information given above is correct to the best of my knowledge and belief. The seleposit may be refunded to me after deducting dues, (if any) as indicated below:  My original Identity Card is enclosed.  Dated:  Dated:  (Student's Sig No Dues / Dues (if any, may please be specified)  Librarian  Hostel Warden (Boys/Girls)			(in Capitals)		
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Librarian Hostel Warden (Boys/Girls)	8.	No Dues / Dues (if an	ny, may please be s	specified)	
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15. AR to Hon bis VO		A. Chairman UCITIM (with resource to u		pload the same o	Hostel Warden (Boys/Girls)

(As per above Undertaking) Rs.\_

(To be filled up by student before submitting to Dean's Office)

To be submitted to:

Dean of the School.