



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078
Academic Coordination Branch

F.No.IPU/JR (Acad.Coord)/2012-13/288

Dated: 23/04/2013

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

Subject: New Format of "No Dues Certificate" Form.

The new format of "No Dues Certificate" for refund of security amount deposited at the time of admission, is enclosed. This is in consonance with University Notification No.F.No.IPU/JR(C)/SOP/2013/218 dated 11.02.2013 regarding Standard Operating Procedure (SOP) for refund of security deposit to the pass outs of the University Schools.

All concerned may note that the security refund cases will not be processed in the old format henceforth.

(Dr. Renu Tomer)
Assistant 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 Students.

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)

1. Name of the Student (*in Capitals*) : _____
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

I declare that information given above is correct to the best of my knowledge and belief. The security deposit may be refunded to me **after deducting** dues, (if any) as indicated below:

My original Identity Card is enclosed.

Dated : _____

(Student's Signature)

No Dues / Dues (if any, may please be specified)

Dean / Nominee

Proctor

Director, Students' Welfare

Librarian

Hostel Warden (Boys/Girls)

Net Amount to be refunded:

(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.