



**UNIVERSITY DEPARTMENTS,
RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

**Application for Refund of Caution Money for UG/PG/Ph.D. Programme with
No Dues Certificate**

STUDENT INFORMATION	
Program (B. Tech./M. Tech./MBA/Ph.D.):	
Name of the Student:	
Father's/Mother's Name:	
Department:	Date of Application::
Name of Supervisor/HoD:	Enrollment No.:
Email:	Mobile No:
Part Time/Full time (Only PhD):	College Roll No.:
Exam Backlogs (Yes/No):	Scholarship/Assistantship (Yes/No):
Bank Account No.: (Attached Proof)	
A/c Holder Name:	IFSC Code:
Bank Name and Branch:	

Place:

Signature of the applicant

NO DUES FROM DEPARTMENT/SECTIONS		
<i>This is to certify that this department /office has no dues against the concerned student/scholar</i>		
Opt From	Office clerk	Head/ Unit In-charge with seal
Department of _____ Engg		
Central Library		
Games & Sports		
Chief Proctor Office (Academic Fee/SDC)		

All sections to make sure the no dues from their various sub-offices/units/sections. Please read instruction on Page No.2

NO DUES / DUES CONFIRMATION FORM			
Dated:			
<p>As per the records and recommendations from all the concerned offices/units, the student/scholar has NO DUES for settlement of claims.</p>			
Jr. Asst./Sr. Asst.	Section Officer	Proctor	Chief Proctor

REFUND OF CAUTION MONEY	
Dated:	
<p>As per the records. The student caution money amounting.....may be refunded in the details provided by the student in the cancelled cheque/copy of passbook.</p>	
Chief Proctor UD, RTU KOTA	



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Instructions for office's

1. Any Head/Section in-charge must ensure their no dues before forwarding the Application. If any concerned authority finds that the student has not cleared his/her dues, then they should not issue the no dues till the student clears the no dues.
2. Finance Section must ensure for the payment of semester fees and scholarships. It is also expected to verify the fees received manually outside the system.
3. The form of application for obtaining no dues and caution money will be forwarded through the HoD/Chairperson/Controlling Officer, Department/Centre/Branch/Section of various units.

Instructions for student

1. No Dues application helps the student to get approval of no dues from department, school, hostel, library, finance section, sports, and proctor office. Once the form has been submitted by the student, it has to go through several checkpoints for review. Once it has been cleared at all checkpoints, then the student's no-dues application is complete.
2. The student shall also declare that the above mentioned facts & details furnished by the student are true to the best of knowledge and belief.
3. The student must attach the details of the bank where the caution money may be refunded in the details provided by the student in the cancelled cheque/copy of passbook.
4. The student is also ensuring that the dues are well paid in advance so that the system may update their data accordingly. Any issue pertaining to their tenure of program shall bring to the concerned authority before filing the final no dues application.

Date:

Place:

Signature of the applicant

Mobile:

Email: