



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village : Karhara, Post: Fatchpur P.S : Tekari, District : Gaya (Bihar) Pin-824236

## REFUND OF HOSTEL DEPOSIT

I was a student pursuing my studies for \_\_\_\_\_ course in the University School / Department of \_\_\_\_\_ / \_\_\_\_\_ University and was residing in the University Boy's/Girl's Hostel during the period from \_\_\_\_\_ to \_\_\_\_\_. At the time of admission to the Hostel, I had paid ₹ \_\_\_\_\_ toward Hostel Security Deposit under Receipt No. \_\_\_\_\_. Date \_\_\_\_\_. Since I have completed / discontinued my studies, kindly arrange to refund my Hostel Security Deposit as per CUSB rules. Particulars of my bank for RTGS of the refundable amount is as under:-

Name in Bank Passbook : \_\_\_\_\_ Name of the Bank : \_\_\_\_\_  
Account No : \_\_\_\_\_ IFSC Code : \_\_\_\_\_  
Bank Branch : \_\_\_\_\_

Signature of the applicant

Name:-

Enrolment No:-

Date:

- Fee Receipt in original towards the amount paid by me as hostel deposit is attached (Yes / No)
- Copy of the bank Pass Book is attached. (Yes / No)

## REMARKS OF THE WARDEN OF CONCERNED HOSTEL

Shri / Smt. \_\_\_\_\_ was a student of this University, pursuing his/her studies for \_\_\_\_\_ course during the academic year/s \_\_\_\_\_, and was residing in the University Hostel. It has been verified that he/she paid ₹ \_\_\_\_\_ towards Hostel Security Deposit under Receipt No. \_\_\_\_\_ date \_\_\_\_\_. There are no dues to be recovered from Shri / Smt. \_\_\_\_\_ and hence I have no objection if the Hostel Deposit is refunded to him/her.

\*An amount of ₹ \_\_\_\_\_ is to be recovered from him/her for damage and hence it be deducted from the Hostel Security Deposit. Total refundable amount after due recovery is ₹ \_\_\_\_\_.  
He / She has left the Hostel on \_\_\_\_\_.  
CUSB, Gaya  
Date \_\_\_\_\_

Signature of the Warden

\* To be struck off if not applicable.

## REFUND ORDER

The Warden of the Hostel certifies that there are no dues outstanding against his/her name, it is hereby recommended that an amount of ₹ \_\_\_\_\_ be refunded, after due recovery (if any, as proposed above) to Shri / Smt. \_\_\_\_\_.

CUSB, Gaya, Date \_\_\_\_\_

Signature of the Chief Warden

Approved / Not Approved by:

Dean, Students' Welfare

To,  
The Office of the Finance Officer  
CUSB, Gaya