

Mess Caution Money/ Credit Balance Refund Form

**To,
Patron
BIT Welfare Society
Mesra, Ranchi-835215 (Jharkhand)**

Date:

Subject: Application for refund of Mess Caution Money/ Credit Balance

Sir,
I have completed / Withdrawn my..... Programme and request you to kindly refund the mess caution money / credit money. The photocopies of the following documents are attached.

1. Provisional Certificate
2. No Dues Certificate
3. I. Card /Identity Card
4. Permanent withdrawal certificate (if applicable)
5. Pass book/ Cancelled cheque for NEFT

Thanking You,

Student's Signature: (As in No Dues Certificate)

Name of Student:

Roll No. :Contact No.: E-mail:

For Sending Money by NEFT

Address for Communication

Bank Name:
Bank Branch:
Account Holder's Name
IFSC Code:
Account No.:

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For Office Use Only

Particulars	Rect. No	Date	Amount
Mess Credit			
HCM			
Total			
Deductions			
(i) Proc. Charge (if any)			
(ii) Student Activity			
Net Payable Amt. Rs.			

Approved by

Checked By	Verified By	In-charge Mess Account

Patron/Associate Dean