

Scottish Church College

Kolkata – 700 006.

20th February, 2023

No : P/2023/02/27

NOTICE

SUB : REFUND OF SECURITY DEPOSITS (FACULTY OF PG STUDIES)

Applications for Refund of Security Deposits (for enrolled and completed **M.Sc. Semester-IV for the sessions 2020-22**) will be received from **22nd February, 2023 to 3rd March, 2023** through our Official Email ID (scc.cal.pg@gmail.com).

The Refund Application Proforma is provided below. Please attach **scanned copies of your Final Mark Sheet, Semester-1 Fee Receipt and First page of Bank Pass Book** along with the application before submitting.

Madhumanjari Mandal
Dr. Madhumanjari Mandal
Principal
Principal
Scottish Church College
Kolkata
20/2/22

Scottish Church College
Kolkata - 700006

Application for Refund of Security Deposit

To
The Principal
Scottish Church College
Kolkata

For Office use

Approved for Refund of Rs.10,000/-
only or Rs. _____

Principal

Dear Sir,

I request you to kindly refund the amount of **Security Deposit** taken during admission as per the following particulars:

1. Name (in BLOCK Letter) : _____
2. Date of Birth: _____ 3. Department: _____
4. Class Roll No.: _____ Session : _____
5. Course : M.Sc. Botany / Chemistry (Strike off whichever is not applicable)
6. Final Result : Grand Total : _____ C.G. P.A : _____
7. (a) Amount : Rs. _____ (b) Attachments : Sem-I Pay Slip & Mark Sheet
8. Name of Bank with Branch : _____
9. Name of Bank Account Holder : _____
10. Bank Account Number : _____ IFSC : _____

Signature of Candidate
Dated : _____

[For College use]

Note from H.O.D:

Full Refund is recommended / Refund of Rs. _____ is recommended.
Remarks (if any):

Signature of H.O.D with date & Seal

Verified by **SCC PG Office:** _____

Recommended for Refund of Rs.10,000/- only or Rs. _____

Bursar