

Scottish Church College
1 & 3 Urquhart Square, Kolkata-700006

NOTICE

For 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 2018-20**) will be received from **30th April 2021 to 10th May 2021** through our Official Email ID (scc.cal.pg@gmail.com). The Refund Application Pro forma is provided below. Attach **scan copies of your Final Mark Sheet, Semester-1 Fee Receipts** and **1st page of Bank Pass Book** alongside the application before submitting.

Supratim Das

Teacher-in-Charge
Scottish Church College

Dated: 28th April, 2021

Scottish Church College
Kolkata - 700006

Application for Refund of Security Deposit

To
The Teacher-in-Charge
Scottish Church College
Kolkata

For Office use

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

Teacher-in-Charge

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 **SCCPG Office**: _____

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

Finance Officer

Bursar