Scottish Church College

Kolkata-700006

15th December, 2021

No : P/2021/12/114

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 2019-21**) will be received from **16th December 2021 to 26th December 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.

Madhumanjari Mandel

Dr. Madhumanjari Mandal 15/12/21

Principal

Principal
Scottish Church College
Kolkata

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._____
	_____
	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 **SCC PG Office:** _____

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

_____
Finance Officer

_____
Bursar