



# Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under the Ministry of Education, Govt. of India)  
(Affiliated to WBSCT&VE&SD [TET&SD] & MAKAUT, Govt. of West Bengal)

Narayanpur, Malda - 732141, West Bengal

[www.gkciет.ac.in](http://www.gkciет.ac.in)

न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

Memo No: GKCIET/Acad./01/2025/139

Date:22-07-2025

## NOTICE

### Notification of Refund of Caution Money for B.Tech 2024-passout students

This is to inform all students of the B.Tech 2024 passout batch that the process for the refund of Caution Money has already been initiated. Students are advised to follow the procedures outlined below to facilitate the timely release of their caution deposit.

#### **A. Eligibility:**

1. This notification applies to all students who successfully completed their B.Tech program in the year 2024.
2. Refund is subject to clearance/NOC of all dues (academic, library, hostel, departmental, etc.) with the college. This form typically requires signatures from various departments, library, Hostel and other offices/section confirming that the student has no outstanding dues or damaged college property. **Only hardcopy of NOC is acceptable.** If NOC has been submitted once by the student after passing out, then no more NOCs are needed.
3. Submission of application Form duly filled and signed by the applicant.
4. Students MUST provide accurate bank account details for NEFT/RTGS transfer. This usually includes:
  - Name of Account Holder (as per bank records)
  - Bank Account Number
  - Bank Name
  - Branch Name
  - IFSC Code
  - A photocopy of the first page of your bank passbook or a cancelled cheque (showing all details clearly) may be required. Some institutions may also provide an online link for submitting bank details.
5. Money Receipt of B.Tech program during admission.
6. Grade Card of 8<sup>th</sup> Semester or NoC (for drop out student)

#### **B. Note:**

1. Those who have applied earlier for Caution Money, need not apply again.
2. The Scanned copy of this duly filled and signed form with supporting documents is to be sent in a single pdf. through mail [caution\\_money@gkciет.ac.in](mailto:caution_money@gkciет.ac.in).
3. Caution Money application must be reached on or before **21<sup>st</sup> August, 2025**. No caution money refund application will be entertained after **21<sup>st</sup> August, 2025**.

Sd/-

Dean (Acad., P&D)



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## APPLICATION FORM

### CAUTION MONEY RELEASE FOR DROPOUT / PASS OUT STUDENTS (TO BE FILLED BY CAPITAL LETTER)

Name of the Student : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Gender: \_\_\_\_\_

Address : Vill/Area : \_\_\_\_\_

Post.: \_\_\_\_\_ P.S. \_\_\_\_\_

Dist. - \_\_\_\_\_ Pin- \_\_\_\_\_

Mobile /Phone No...: \_\_\_\_\_

Roll Number : \_\_\_\_\_ Stream: \_\_\_\_\_

Month & Year of Dropout/Pass out (Copy of 8<sup>th</sup> Semester Mark sheet): \_\_\_\_\_

#### **Caution Money may be credited in below account:**

**Beneficiary Name (IN CAPITAL):** \_\_\_\_\_

**Name of Bank:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

#### **Account No: (copy enclosed)**

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#### **IFS Code:**

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I do here by declared that I have passed out /dropped out my studentship from the B.Tech course (Regular / Level of Modular Programme) of the session 20 - \_\_\_\_\_. Therefore, I request to get refund of **Rs. 5,000/-** (rupees five thousand only) deposited as caution money during my admission to the Degree Course in the year 20 - \_\_\_\_\_. I also declared that I will not claim further the same in future.

**Dated:** .....

\_\_\_\_\_  
**Signature of the candidates**

#### **Note:**

- The Scanned copy of this duly filled in and signed form with supporting documents is to be sent through mail **caution\_money@gkciet.ac.in** and hardcopy through **speed post**.
- NOC / No Dues certification from concerned HoDs / Assistant Librarian with respect to each student will be taken after submission of Scanned copy of this form, before refund of caution deposit is made.
- Document required : (i) Caution Money Application, (ii) Money Receipt of admission, (iii) Bank Account details, (iv) 8<sup>th</sup> Semester Marksheet, (v) NOC