



# Chaibasa Engineering College

(Estd. By Govt. of Jharkhand & run by Techno India under PPP)  
(Approved by AICTE, New Delhi & Affiliated to Jharkhand University of Technology)  
NBA accredited Institution (Dept - CSE, ECE)  
An ISO 9001:2015 & 21008:2018 Certified Institution

Ref. No: CEC/ADMIN/CLEAR/2024/0377

Date: 25/06/2024

## NOTICE

All 2024 passout students are hereby informed that duly filled & signed "Clearance form" should be submitted on or before **10/07/2024** at the admin Office.

Regarding "Clearance form" submission following information to be noted:

1. Please note the hostel clearance signature should be availed within the above mentioned time frame.
2. All fields of the Clearance form should be duly filled & signed by the concerned person, failing to which final submission may get denied by the competent authority.
3. It is mandatory to get signature on the clearance form from the competent authority of "Hostel Mess". All students (day scholar as well as hostel boarder) both have to go through this process.
4. All pending fee (Hostel, Tuition, other penalties) should be cleared before the submission of clearance form.
5. The last date of submission is **10/07/2024**.

All final year students are also instructed to vacate their allocated hostel premises latest by **06/07/2024 (05.00 pm sharp)**

Clearance form is enclosed herewith for your necessary action.

*Dha*  
Prof. D. Raha *25/06/24*

Principal-in-Charge  
Chaibasa Engineering College

**Principal-in-Charge**  
**Chaibasa Engineering College**  
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Copy to:

1. All HoDs for their kind information & necessary action.
2. All Hostel Notice Board.
3. Admin Office





# **CHAIBASA ENGINEERING COLLEGE**

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## **APPLICATION FOR REFUND OF CAUTION MONEY**

1	Name of the Applicant (in block letters)	
2	University Registration No. & Year	
3	Name of the Course	
4	Department	
5	Month & Year of Admission	
6	Student ID	
7	Candidate Type (Hosteller/ Day scholar)	
8	Month & Year of leaving the college	
8	Reason of Leaving the college	
9	Name of Hostel (if occupied)	
10	Amount of Caution Money for Hostel	
11	Receipt No. & Date (Original Receipt)	
12	Amount of Caution Money for Tuition	
13	Receipt No. & Date (Original Receipt)	
14	Address for Communication	
15	Bank Account details for refund (Bank Name, Branch, A/No. & IFSC Code )	

### **DECLARATION**

I declare that I did not claim for or receive refund of the aforesaid Caution Money Deposit earlier and that I will have no objection to the recovery made for any outstanding amount in the form of fee or fine from my Caution Money Deposit.

Recommendation of the Head of the Department and the other Officials including Librarian and the Hostel Superintendent is enclosed.

.....  
Signature of the Applicant in Full  
Phone No.....  
E-mail ID.....



**CHAIBASA**  
ENGINEERING COLLEGE

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Recommendation of the Head of the Department & other Officials including the Librarian and Hostel Superintendent for release of the Caution Money Deposit of Mr. /Ms ..... whose particulars are given overleaf. [H.O.D will please ensure that the clearance from the Teacher in Charge of all the Laboratory (and/or Workshop) under the control of his Department has been obtained by the Applicant. Application for refund not be entertained without the signature of the H.O.D]

[Amount of dues, if any, may please be specified in the Remarks column]

Sl. No.	Department	Signature of the HOD/Other Officials with seal
<b>Computer Science &amp; Engineering</b>		
1	Laboratory	
	Laboratory	
	Laboratory	
	Departmental Library	
	Project Guide (s)	
	Head of the Department	
<b>Electronics &amp; Communication Engineering</b>		
2	Laboratory	
	Laboratory	
	Laboratory	
	Departmental Library	
	Project Guide (s)	
	Head of the Department	
<b>Mechanical Engineering</b>		
3	Laboratory	
	Laboratory	
	Laboratory	
	Laboratory	
	Mechanical Workshop	
	Machine Shop	
	Welding Shop	
	Smithy Forging Shop	
	Sheet Metal Shop	
	Carpentry & Pattern Shop	
	Molding (Foundry) Shop	
	Fitting Shop	
	Departmental Library	
	Foreman Instructor	
	Workshop Superintendent	
Project Guide (s)		
Head of the Department		

Electrical Engineering		
4	Laboratory	
	Laboratory	
	Laboratory	
	Departmental Library	
	Project Guide (s)	
	Head of the Department	
Civil Engineering		
5	Laboratory	
	Laboratory	
	Laboratory	
	Laboratory	
	Mechanical Workshop	
	Machine Shop	
6	Physics	
7	Chemistry	
8	Mathematics	
9	Library	
10	Hostel (Material)	
11	Hostel (Fees)	
12	Student's Section	
13	Examination Section	
14	Tuition Fee	
15	Any other Dues	



## CHAIBASA ENGINEERING COLLEGE

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### FOR USE IN THE ACCOUNTS SECTION

The Caution Money Deposit of Rs ..... (Rupees .....  
.....) only was collected vide Receipt No ..... dated..... and was  
credited to the college fund.

Out of that amount of Rs..... (Rupees.....) only may  
be deducted on account of Fees/Fine as recommended of the Head of the Department  
..... Balance amount of Rs..... (Rupees  
.....) only may be refunded to Mr./Ms .....  
..... of B.Tech (CSE/ECE/ME/EE/CE), who appears to have  
cleared his/her dues to the college. The deposit has been verified with the Student's Ledger.

**Accountant/Cashier**

Pay Rs..... (Rupees .....) only to  
..... by cheque drawn in his favour/in cash/ by Money Order.

**Accountant**

### ACKNOWLEDGEMENT

Received Rs ..... (Rupees.....) only from  
the Accounts Officer, Chaibasa Engineering College (Estd. by Govt. of Jharkhand and run by  
Techno India under PPP) (bearing No..... dated.....)/ in cash on  
account of refund of the Caution Money Deposit in full and final settlement of my claim.

[Affix Revenue Stamp, if the amount exceeds Rs. 5000/-]

From: ..... (Name)

..... (Branch)

20..... to 20..... (Year)

Registration No.....

Roll No.....

To,

The Principal

Chaibasa Engineering College

Kelende, Jhinkpani

Chaibasa

Sub: ***Declaration regarding receiving of Mark sheet(s) etc. from the Examination section of our college.***

Sri,

I, Sri/Miss/Mrs..... hereby declare that I have received all mark sheet (s)/document available till date, except of the last semester, from the Examination section.

I have/will not have any claim regarding such documents, as stated earlier, from this college. My only due Mark sheet/Certificate will relate to the last University Semester Examination from this college.

Thanking You,

Yours Faithfully



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**MESS CLEARANCE CERTIFICATE**

This is to Certified that Sri/Smt./Ms.....

S/o..... 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> year Session..... student of

B.Tech (CSE/ECE/ME/EE/CE) has no dues to the in the mess.

\_\_\_\_\_  
Mess Manager  
(Full Signature with  
Seal)