



**ENGINEERING COLLEGE HOSTELS
COLLEGE OF ENGINEERING GUINDY
ANNAUNIVERSITY, CHENNAI - 25**

**Dr. V.S.Senthil Kumar
Professor & Executive Warden**

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Date: 20.06.2022

CIRCULAR

The UG, PG (M.Sc - 5 Yr) & other PG students who complete their programme of study in June / July 2022 are informed that they should claim the Caution Deposit and Block Deposit within six months from the completion of their programme or else it will be treated as lapsed deposit. The belated claim will not be accepted under any circumstances.

The application form for refund can be had from Hostel office (Respective Clerk). Students should submit the refund application form with Resident Counsellors signature and mess identity card, copy of the (**any branch in India of SBI / Canara Bank / any other Nationalized bank with IFSC Code**) Savings Bank Account pass book 1st page and current transaction page for verifying the minimum balance as per bank norms. The refund amount will be credited in the respective Savings Bank Account Nos.

Further, it is experienced that some of the students are not maintaining required amount in their accounts after the claim which results closure of the account and therefore crediting the amount is difficult. I therefore inform you to keep the accounts in live for the refund of the Caution Deposit.

V.S. Senthil Kumar
20/06/22
EXECUTIVE WARDEN

To
All Mess / Block Notice Boards (Final year student's Hostel)

Copy to:

1. The Dean & Warden for information
2. All Deputy Wardens
3. All Boarding Clerks
4. The file.

[Signature]
20.06.2022