



## NOTICE

### JOSAA Refund of 2017 Batch

All the B.Tech 2017 Batch students, whose annual family income is less than Rs.1Lakh or B/W Rs.1 to 5 Lakh or SC/ST/PH, are hereby advised to submit the required documents in the Account Branch (Students Welfare Section) for balance fee refund of JOSAA-2017 as per institute norms.

Students will have to submit the documents in below sequence:

1. Request Letter
2. SC/ST Certificate (If any)
3. Original Income certificate (Not For SC/ST/PH)
4. Institute admission letter
5. Bank details (Photocopy of 1<sup>st</sup> page of Passbook)

#### **NOTE:**

1. Students are advised to submit the **photocopy of above said documents** and keep the original documents with them for further use.
2. Students make sure that the Income Certificate of annual family income to be submitted is **original and after 1<sup>st</sup> April, 2017**
3. **Students will have to submit his/her own bank details.** If bank details given by student are found incorrect or give parents/others account No. in this case amount will not be transferred.

The last date of submission of above mentioned documents is **10<sup>th</sup> April, 2018**. After the due date no request in this regard will be accepted.

  
**Assistant Registrar**  
**Accounts & Audit**

CC to:-

- |  |   |   |
|--|---|---|
| 1. All HOD(s)<br>Chief Warden                            | } | You are requested to make arrangement to display place this circular in department/ hostels notice board for information of students. |
| 2. HOD, IT   |   |   |
| 3. PA to Director-For kind information of the Director   |   |   |
| 4. PA to Registrar-For kind information of the Registrar |   |   |