



Sl. No.

Date:

APPLICATION FOR THE REFUND OF ADDITIONAL ADMISSION FEE

Session 20..... / 20.....

To

The Secretary, PG Council

Raiganj University

I, the undersigned would like to inform you that I have provisionally been admitted to the PG Programme at Department of and during the payment of admission fee, due to some technical reasons I required to pay the admission fee for times (*to get generated the confirmation receipt*) which amounts to Rs..... Rupees.....

(in words) in excess. The details of the transaction are as under-

Admission Details:

Sl. No.	Particulars	Candidate Details
1.	Application/ Form No.	
2.	Name of the Candidate	
3.	Roll No	
4.	Class	
5.	Department	
6.	Category	
7.	Date of Admission	

Transaction Details

Sl. No.	Items	Particulars	Remarks with Signature
1.	Date of Payment		(System and Support Officer)
2.	Amount		
3.	Transaction ID		
4.	Online Reference No.		

Bank Account Details for Refund:

Sl. No.	Particulars	Applicant's Details
1.	Name of the Account Holder	
2.	Name of the Bank	
3.	Branch	
4.	Account No.	
5.	IFSC Code	

I would be grateful to you if you kindly arrange a refund of the additional amount at an early date.

Thanking you

Sincerely yours,

Attachment Checklist:

1. Application Form for Admission
2. Proof of Additional Payment.
3. Bank Account Details for Refund- (Photocopy of the Passbook)

For Office of the Secretary, PG Council

Remarks:

Signature
Secretary, PG Council, Raiganj University.