

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
शिलांग / Shillong

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

NIELIT/SHL/ /2k10-11/Academics/144/genn-corr/668

Dated: 15-05-2015

IMPORTANT LIBRARY NOTICE

1. This is to inform all NIELIT students who have completed his/her long/short term courses to return all the books they borrowed from the library **on or before 15th June, 2015** for refund of caution money.
2. For refund of caution money, students should fill up the **Application form** attached as **ANNEXURE -I**. Documents to be submitted along with application form for refund of books:-
 - Application form(with self signature)
 - Students Copy of the Challan(with self signature)
 - Bank A/C No.(may submit the front copy of the bank passbook)
(with self signature)

Students failing to apply for refund within 15th June 2015 will have their Caution Money forfeited. For any clarification, contact the undersigned


Vidhya Vibha, SC-B

Copy To:-

1. Director I/c , for information
2. Academic In-Charge, NIELIT Shillong, for information.
3. B D Swer – to upload in website
4. Accounts Officer, for information.
5. Ms Belbiris, Asst, for information
6. Front office, for informing past and present students.
7. Notice board – front office , library
8. 5). Office Copy

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था
An Autonomous Scientific Society under DeitY

पता: द्वितीय तल, मेघालया स्टेट हाउसिंग फाइनेंसिंग कोऑपरेटिव सोसायटी (एम.एस.एच.एफ.सी.एस.) लिमिटेड भवन, बेथानी चिकित्सालय के पीछे, नॉनग्रिम हिल्स, शिलांग-793003, मेघालया
Address: 2nd Floor, Meghalaya State Housing Financing Cooperative Society (MSHFCS) Ltd. Building, Behind Bethany Hospital, Nongrim Hills, Shillong-793003, Meghalaya

दूरभाष Ph. No. 0364-2520166/2520177, फैक्स/ Fax: 0364-2520163, वेबसाइट Website: <http://shillong.nielit.gov.in>

Head Quarter: Electronics Nikaan, 6-CGO Complex, Lodhi Road, New Delhi-110003 मुख्यालय: इलेक्ट्रॉनिक्स निकान, 6-सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

दूरभाष Ph. No. 011-24363330-1-2, 24366577-79-80, फैक्स/ Fax: 011-24363335, 24363937, वेबसाइट Website: <http://nielit.gov.in>

Other NIELITs: Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chennai, Chandigarh, Gangtok, Gorakhpur, Guwahati, Imphal, Itanagar, Kolkata, Kohima, Srinagar, Jammu and अन्य रा.इ.सू.प्रौ.सं.: अगरतला, एजवाल, अजमेर, औरंगाबाद, कलकत्ता, चेन्नई, चण्डीगढ़, गंगटोक, गोरखपुर, गुवाहाटी, इम्फाल, इटानगर, कोलकाता, कोहिमा, श्रीनगर/जम्मू तथा रांची

Application for refund of CAUTION MONEY

dt: __/__/__

1. Course name : _____ Session (with/or course start date) : _____
2. Course completed or not : (Yes/No) _____
3. Student Name in block : _____
4. Registration No or Enrollno (if any) _____
5. Category(Sc/St/OBC) : _____
6. Father/mother name : _____
7. Mobile /email :__
8. Account Number / bank name & Branch : _____
9. Account Holder's Name : _____
10. Bank IFS Code : _____ : _____
11. Caution Money amount paid : _____
12. Challan No. and date (to attach signed copy): _____ : _____

Clearance from NIELIT Shillong Sections

Section	Whether there is any due(yes/No)	Signature of section head	Remarks if any
Library			
Hardware lab			
Computer lab			
Accounts			

Remarks of Academic Incharge:

Name and Full Signature of Student with date & mobile

Note : This application should be submitted by only those student who have completed his/her course fully to academic Incharge after taking clearances as above at the earliest after completion of course.NO caution money will be refunded if course is not completed. Further **No REFUND Application will be entertained if submitted after the date mentioned in the official student notice for Refund of caution money which will be publish for every batch.** Caution money in such cases will be forfeited. Refund will be made by cheque only, so students are to have their own bank account. No cash payment will be made.