



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India
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OFFICE OF THE REGISTRAR



Ref. No.: F86.V3/ REG /0236-22

Date: 15.02.2022

NOTIFICATION

It is hereby notified for general information to all the students who have got themselves admitted to **Post Graduate 1st Semester** in the Cooch Behar Panchanan Barma University (**Session 2021-2022**) & after admission, *who have transferred from Evening Shift to Day Shift/ Evening Shift to Second Campus or Day Shift to Second Campus* and whose admission fees is not refunded/adjusted, **are directed to fill the prescribed Format for Refund Claimed (copy enclosed) and submit the filled-in format to the Office of the Registrar on or before 23.02.2022.**

All concerned are requested to act accordingly.


Registrar
Registrar
Cooch Behar Panchanan Barma University
In communication to:

1. The Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. The Dean, Faculty of Post-Graduate Studies in Arts, Fine Arts, Performing Art and traditional Art Forms, Cooch Behar Panchanan Barma University.
3. The Dean, Faculty of Post-Graduate Studies in Science, Technology and Vocational Studies, Cooch Behar Panchanan Barma University.
4. The Finance Officer, Cooch Behar Panchanan Barma University.
5. The Controller of Examination, Cooch Behar Panchanan Barma University.
6. The Inspector of College, Cooch Behar Panchanan Barma University.
7. The Development Officer, Cooch Behar Panchanan Barma University.
8. The Audit & Accounts Officer, Cooch Behar Panchanan Barma University.
9. The Assistant Registrar, Cooch Behar Panchanan Barma University.
10. The Assistant Controller of Examination, Cooch Behar Panchanan Barma University.
11. The System Administrator, Cooch Behar Panchanan Barma University.
12. The Assistant Librarian, Cooch Behar Panchanan Barma University.
13. The Head/ Co-ordinator with all Faculty Members, All the Departments, Cooch Behar Panchanan Barma University.
14. All the Non-Teaching Staff, All the Administrative/ Academic Departments, Cooch Behar Panchanan Barma University.
15. Second Campus of Cooch Behar Panchanan Barma University at Khalishamari, Mathabhanga, Cooch Behar.
16. Kolkata Camp Office, Cooch Behar Panchanan Barma University.
17. All the Principal/ Teacher-in-Charge/ Officer-in-Charge, All the Colleges affiliated to Cooch Behar Panchanan Barma University.
18. University Notice Board, Cooch Behar Panchanan Barma University.
19. Dr Avijit Datta, System Administrator, Cooch Behar Panchanan Barma University, to upload the notice in the University Website.
20. Guard File.


Registrar
Registrar
Cooch Behar Panchanan Barma University

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

FORMAT FOR REFUND CLAIMED

1. Name of the Student :
2. Campus/ Shift (Put Tick Mark) : Day Shift/ Evening Shift/ Second Campus
3. Registration No. :
4. Subject :
5. Refund claimed for (Put Tick Mark)
 - a) Evening Shift to Day Shift :
 - b) Evening Shift to Second Campus :
 - c) Day Shift to Second Campus :
6. Payment Details
 - a) Day Shift : Amount (Rs.)
: Receipt No
: Date
 - b) Evening Shift : Amount (Rs.)
: Receipt No
: Date
 - c) Second Campus : Amount (Rs.)
: Receipt No
: Date
7. Refund Claimed
(To be calculate by the University) :
8. Bank details for refund Payment
 - a) Name of Bank Holder (As per Bank) :
 - b) Name of Bank :
 - c) A/C Number :
 - d) IFS Code :
9. Signature of the Student : Date:
10. Forwarded by the HoD/Coordinator : Date:

N.B.

APPLICATION MUST BE ACCOMPANIED WITH

- (1) Self-Attested photocopy of Admission Receipt
- (2) Self-Attested photocopy of cancelled Cheque or Bank Passbook