

ASSAM UNIVERSITY :: SILCHAR

CIRCULAR

While processing for release of educational loan claimed by the student of various departments, it is observed that some student have not quoted the required amount of loan, bank account details etc in the application. Therefore, to streamline the same, a standard format of application is enclosed herewith to circulate among the concerned students of your department to enable them to apply for release of educational loan along with copy of transaction details of the sanctioning agency and a copy of bank details of the concerned students.



Asstt Registrar (Finance)

No : AUF/PFC/665/2024/Part-3

Date : 17.12.2024

Copy to : 1) All concerned Head of the Deptt.

- 2) Director, Computer Centre to upload the same in the University website.
- 3) File.



Asstt Registrar (Finance)

APPLICATION FOR RELEASE OF EDUCATIONAL LOAN.

Date :

To

The Finance Officer,
Assam University, Silchar

Sir,

Please pay the Education Loan amounting to Rs.....deposited in the University
Account No..... by the
..... (name of the funding agency) vide UTR No
dtd..... (transaction details enclosed) to my details as given below :

- 1) Name in block letters
- 2) Department : Semester.....
- 3) Mobile No : E-Mail ID, if any.....
- 4) Bank A/c No. IFSC
- 5) Name of the Bank..... Branch Name

Signature of the student

Verified and forwarded to Finance Officer for necessary action :

Seal & Sign of the Head of the Deptt.

Encl : 1) copy of Transaction details with Bank A/c No., UTR No. & Date from the funding agency.
2) copy of the first page of the Bank Pass book of the student.

FOR OFFICE USE ONLY

Verified with University Account No..... and found OK and accordingly
updated in the TALLY vide Receipt Vr. No..... (copy enclosed).

Forwarded to Section Officer (PFC) for further necessary action.

Section Officer (R&P)

D. A. (R&P Section)