

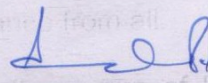
# ARMY INSTITUTE OF LAW

## NOTICE

### CLEARANCE PROCEDURES FOR 5<sup>TH</sup> YEAR STUDENTS - PASSED OUT BATCH 2015-20

1. In view of Covid 19 pandemic following procedure has been adopted for processing No Dues clearance and refund of security to the passed out batch of 2015-20.
- (a) Clearance forms in respect of all students are being circulated all the stake holders for their clearance and signatures:-
- (b) Students who are due to make payments to café, sty shop etc or required to return of books to AIL Library need to take following actions
- (i) Intimate to the college any amount which they are required to pay to café, sty shop, Mess & Washerman contractors.
- (ii) Intimate details of Library Books which are held with them and make arrangement to return the books.
- (iii) Students to give consent to deduct the amount to be paid to café/sty shop/mess & Washerman contractor etc out of their refundable amount.
- (c) Refund will be made only after obtaining clearance from all.
- (d) Refund of security will be processed as per the norms of Prospectus 2015. Messing & Washerman balance will also be refunded alongwith refund of security.
- (e) Refund will be processed through NEFT. Bank details of parents are required to be furnished by the students through email as per following format:-
- (i) Name of Account Holder (Father /Mother)
- (ii) Name of Bank
- (iii) Branch
- (iv) Account No\*
- (v) IFSC Code\*
- (vi) Contact No
- (\*Attach scan copy of cancelled cheque/ front page of pass book)

1234/AIL/Accts/2020/  
05 Nov 2020

  
(SP Singh)  
Col (Retd)  
Registrar

#### Distribution

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To be published at AIL website.