



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
(An Institute of National Importance, Ministry of Education, Govt. of India)

**INSTITUTE CLERANCE FORM**

NAME OF THE STUDENT:.....

ROLL NO.: ..... BRANCH: .....

**Contact Details for Future Communications:**

Address with E-mail & Mobile No: .....

**CONSOLIDATED CLEARANCE CERTIFICATES FOR FINAL YEAR STUDENTS**

**General Instructions:**

**To designated officials:**

- (a) Tick () whichever is applicable. Please strike off / pen through the irrelevant portion / option. Please sign with your official seal and date.
- (b) You may please attach separate sheets with your comments if needed. Give your specific comments in cases fines are to be imposed or caution money to be deducted / forfeited. Use separate sheet if needed.

**To students:**

- (a) Irrespective of branch, students have to take clearances from all the laboratories.
- (b) After getting all the clearances, please submit the consolidated form to Academic Affairs' Office.
- (c) If the student fails to get all the clearances on time, his / her final mark sheet, provisional and final degree certificate(s) shall remain withheld.

**Signature of Students**

**Clearance from Training and Placement Cell**

Details of placement interviews and Job Offer:

Company-I	Name of Company	Address	Package (CTC / p.a.)	Place of posting
Not selected the company			Yes/ No	
GATE (Yr) ..... appeared Yes /No			<b>Remark:</b>	
Mention Year.....				
				<b>Sign of FIC T&amp;P</b>



(For Office use)

- The student has a balance of Rs. \_\_\_\_\_ in the chief Warden account.
- The student has pending IDC fines amounting to Rs. \_\_\_\_\_.

**Student Welfare Office**

**Remark:**

**Sign of AR, Student Welfare Office**

<p><b><u>Clearance from FIC, Sports, and Extra-curricular Activities</u></b></p> <p><i>(Any damage / loss to sports / gym / or music items)</i></p>	<p><b>Remarks :</b></p> <p style="text-align: right;"><b>Sign of Sports In-Charge</b></p>
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<p><b><u>Clearance from FIC, ICTI</u></b></p> <p><i>(Any damage / loss of items / return of items)</i></p>	<p><b>Remarks :</b></p> <p style="text-align: right;"><b>Sign of FIC, ICTI</b></p>
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<p><b><u>Clearance from Examination Cell</u></b></p>	<p><b>Remarks :</b></p> <p style="text-align: right;"><b>Sign of Exam Cell Coordinator</b></p>
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**Clearance from the Academic Office**

Comments:

- No disciplinary action is pending against him / her for academic misconduct
- Specific Comments:.....

**Academic Office**

**Remark:**

**Sign of AR, Academic Office**

**Endorsement of:**

**Dean Academic**

**AUTHORISATION LETTER FOR DIRECT TRANSFER OF CAUTION DEPOSIT AND OTHER REFUNDS**

I authorise NIT Sikkim to transfer cash directly to my bank account for refunds and return of caution deposits after duly verifying the records.

Name of the account holder: .....

Bank Name:..... Address..... Account Type: Savings / Current Account (Please Tick )

Account Number: ..... IFSC Code: .....

**\*\***(Attach a copy of the canceled cheque or passbook photocopy)

**Signature of Students**

Date: .....

Place: .....

**(For NIT Sikkim Office Only)**

The student is eligible for a refund of money as follows:

- 1. Mess Refund amount: Rs..... /-
- 2. Hostel Caution deposit amount: Rs. ....-/-
- 3. Mess Caution Deposit: Rs. ....
- 5. Institute Caution deposit: Rs. .... /-
- 6. Misc. amount (if any): Rs. .... /-
- 7. Any Deductions Rs. ....-/-

**Total amount to be refunded: Rs..... /-**

(In words: Rupees..... only)

**Checked by:**

**Authorised signatory**

**Instructions:**

- 1. PROVIDE ONLY YOUR OWN ACCOUNT DETAILS. Money will not be credited to any relative or friend's account.
- 2. Please write in capital letters and clearly readable handwriting
- 3. Look into your bank passbook for the Bank address, & IFSC. You may attach a Xerox copy of the cancelled cheque.
- 4. Bank account of the State Bank of India (SBI) shall be preferred.
- 5. The actual amount shall be refunded after verification and subject to the deduction, if any