



ELITTE INSTITUTE OF ENGINEERING & MANAGEMENT™

A PINNACCLE GROUP OF INSTITUTION

(AN ISO 9001 : 2008 CERTIFIED POLYTECHNIC INSTITUTE) (APPROVED BY A.I.C.T.E. & AFFILIATED TO W.B.S.C.T.E.)

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NOTICE

Notice No: EIEM/ACCT/2023-24/01

Date: 22.05.2023

Dear Students,

All the students of **Pass out Batch 2018** are hereby informed that the Caution money refund process is about to begin soon. The clearance form will be available at the accounts department from **21st June 2023**.

We request all the concerned students to collect the clearance form and take clearance from the respective department to ensure a smooth process. You are requested to submit the clearance certificate at the accounts department by **31st July 2023**.

For students who are not able to collect the clearance certificate themselves, we advise sending their guardians with an authorization letter for the same.

If you have any further queries, please feel free to reach out to the accounts department. We appreciate your cooperation in this matter.

Accounts Officer

Elitte Institute of Engg. & Mgmt.

Copy to:

- Director (A &H)
- Director (O)
- Principal Office
- Manager Coordination - EIEM
- Website