



ASSAM  
down town  
UNIVERSITY

# Assam down town University

Permission Granted Via The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11  
Sankar Madhab Path, Gandhi Nagar, Panikhatti, Guwahati-781026, Website : [www.adtu.in](http://www.adtu.in)

Promoted by : **Down town  
Charity Trust**

MN 3

DATE- 07.12.2021

## MINUTES OF THE ACCOUNTS MEETING

The grievance meeting was held on 6<sup>th</sup> December, 2021 at 11.00 AM in the council room.

| MEMBERS PRESENT IN THE MEETING |                                      |                              |                           |
|--------------------------------|--------------------------------------|------------------------------|---------------------------|
| NAME                           | DESIGNATION                          | DESIGNATION OF THE COMMITTEE | SIGNATURE                 |
| Mr. Ashim Barman               | Additional Registrar(Administration) | Member                       | <i>Ashim Barman</i>       |
| Mr. Nitul Jyoti Das            | Deputy Registrar (Academic)          | Member                       | <i>Nitul Jyoti Das</i>    |
| Mr. Purba Prasad Borah         | Deputy Director, Quality and Process | Member                       | <i>Purba Prasad Borah</i> |
| Mr. Nishanta Kalita            | Digital Marketing Executive          | Member                       | <i>N Kalita</i>           |
| Mr. Joydeep Goswami            | Controller of Examination            | Member                       | <i>Joydeep Goswami</i>    |
| Ms. Momi Barman                | OSD to Trustee                       | Member Secretary             | <i>Momi Barman</i>        |

### TOPIC OF DISCUSSION RELATED ACCOUNTS

- Student Name:** Shehnaz Yasmin Tapadar  
**Enrollment ID:** ADTU/2018-21/BSL/004  
**Issue:** Error in bank account number for security refund.  
**Solution:** Need to put (') before account number.
- Student Name:** Fizza Choudhury  
**Enrollment ID:** ADTU/2018-21/BSL/003  
**Issue:** Error in bank account number for security refund.  
**Solution:** Need to put (') before account number.
- Student Name:** Jesinta Aheibam  
**Enrollment ID:** ADTU/2017-20/BSW/001  
**Issue:** Error in bank account number for security refund.  
**Solution:** Need to put (') before account number.



To

Ref. 019/Dec 21

The Grievance cell  
Assam Down Town University  
Panikhaiti, 781026

5th Dec 2021  
M. J.

Date :- 03/12/2021

Subject - Error in bank account number

Respected Sir/Madam

This is to inform that I have recently applied for the security refund through the alumni Portal. However after entering acc. no correctly, the first digit disappeared automatically leading to incorrect acc no. My bank acc. details are

as follows NAME :- SHEHNAZ YASMINE TAPADAR

ACCOUNT NUMBER :- 0451010161602

IFSC CODE :- PUNB0040420

BANK NAME :- PUNJAB NATIONAL BANK

BRANCH NAME :- SECRETARIAT DISPUR

Therefore, I request you to look into this matter and initiate the refund.

Thanking You

Yours Faithfully

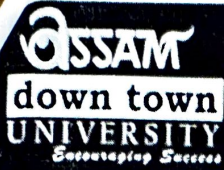
Shehraz Yasmin Tapadar (ADTO/2018-21/BSL/004)

Sd/-  
need to print

before







Hi, Shehnaz Yasmine Tapadar



## Security Refund Form

Update succeeded

Page << < 1 > >> of 1

Records 1 to 1 of 1 25



Bank Name

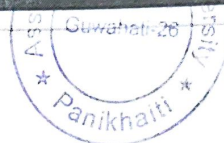
Bank A/c No

Bank Branch

PUNJAB NATIONAL BANK 451010161602 Secretariat Dispur

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Records 1 to 1 of 1 25



Ref no - 020/Dec 21

To,  
The Convener cell  
Assam Down town University  
Panikhati - 781026

Date - 03/12/21

Subject - Error in bank account number

Respected Sir/Madam,

This is to inform you that I have recently applied for the security refund through the alumni Portal. However, after entering the account number correctly, the first digit disappeared automatically leading to incorrect account number. My bank account details are as follows

NAME - FIZZA CHOUDHURY

BANK ACCOUNT NUMBER = 08870110093184

IFSC CODE = UCBA0000887

BANK NAME = UCO Bank

BRANCH NAME = BHELLA

Therefore, I request you to look into this matter and initiate the refund.

Thanking you  
yours Faithfully

Fizza Choudhury

(ADTU/2018-21/BSL/003)

Solved  
need to ~~give~~, before the no.







Hi, Fizza Choudhury



## Security Refund Form

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Records 1 to 2 of 2 25



| ate No | Bank Name | Bank A/c No    | Bank Branch |
|--------|-----------|----------------|-------------|
|        | UCO BANK  | 08870110093184 | BHELLA      |
|        | UCO BANK  | 8870110093184  | BHELLA      |

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Records 1 to 2 of 2 25



Dated: 6/12/21

Ref No 039/Dec 21

The Grievance Cell  
Assam Downtown University

In process.

MB  
07/12/21

SD Application ID 35

Subject: Application for correction of bank IFSC Code  
in Security Refund Form.

Respected Madam,

With due respect, I have the honour to state that

I have applied for my security refund on

13-02-2021 with my bank account number.

29950110057650 and bank IFSC Code

UCBA0002995 and my pass certificate no: PC00482.

I would like to request you to kindly look into

this matter.

I am very thankful for your kindness.

Thanking You

Resolved

MB

11/12/21



Yours faithfully

Jesinta Shubam

Batch - 2017 - 2020.

Bachelor of Social Work

- 8787662192.

ADTU/2017-20/BSW/001.



57650

यूको बैंक

आवश्यक निर्देश



JESINTA AHTRAM  
में जमा किये  
जिस्ट्री डाक से  
क्योंकि रोकड़  
का अधिकारी  
धर्या करवा कर  
अन्यथा वह  
बात का भी  
राध कर प्राप्त

- (1) खातेदारों से नि-  
जानेवाले सभी रं-  
भेजी जायें या रं-  
विभाग के बाहर रं-  
नहीं ह ।
- (2) खातेदार को चार्ज  
यथासम्भव उसी  
शाखा से इसकी  
उल्लेख हो कि पार  
बचत बैंक खाता  
किये जा सकते है ।
- (3)

UCO Bank  
**IMPORTANT**

- (1) Constituents are requested to note that all moneys  
remitted to the Bank should either be sent by  
Registered Post or handed over to the Cash  
Department, as no individuals(s) outside the Cash  
Department has/have authority to receive cash.  
The account-holder should insist on delivery of  
Pass Book made upto date as far as possible on  
the same date; otherwise he should obtain a  
receipt indicating when the Pass Book will be  
delivered.
- (2) Deposit Rules in vogue can be obtained by  
account-holder from the Branch on request.
- (3)

2411 Free Number: 18002740123

यूको बैंक UCO Bank

शाखा Branch Singjamei

FSC: IICRA0002995 MICR Code: 795028004

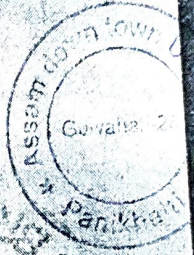
SINGJAMEI  
P.O. SINGJAMEI, DIST.: IMPHAI EAST, MANIPUR IMPHAI 795 00

नाम Phone:

Name JESINTA AHTRAM  
पता SINGJAMEI MATHAK CHONGTHAM I FIKAT  
Address IMPHAI WEST IMPHAI Pin : 795001

PR. NO. 1  
29950110057650

Asst. Manager





**Transactions Inquiry**

A/C. No  
 Names  
 GL Sub Head  
 Opening Bal.  
 Float Balance  
 Available Amt  
 Cust. Status  
 A/c. Status  
 Last Purge Date  
 Address

29950110057650  
 JESINTA AHEIBAM  
 12020  
 3.43 Cr  
 0.00 Cr  
 106.02 Cr  
 GENER GENERAL  
 A Active  
 27-07-2017

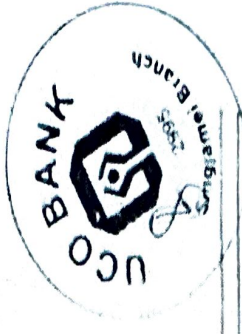
CCY / SOL ID  
 Balance  
 Closing Bal.  
 Funds In Clearing  
 Eff. Available Amt  
 A/c. Open Date  
 A/c. Status Date

INR / 2995  
 106.02 Cr  
 0.00 Cr  
 0.00  
 106.02 Cr  
 28-07-2017  
 04-09-2021

S/O AHEIBAM BASANTA KUMAR  
 SINGJAMEI MATHAK CHONGTHAM LEIKAI, IMPHAL WEST  
 IMPHA IMPHAL  
 IN INDIA  
 08256930296 / 08256930296  
 jesinta2ah2@gmail.com

State  
 Postal Code  
 Telex No.

MN MANIPUR  
 795001



| Tran. Date | Value Date | Chq. No. | Withdrawl   | Deposit  | Balance     | Narration   |
|------------|------------|----------|-------------|----------|-------------|---|
| 31-03-2021 | 31-03-2021 |          | 0.02 Dr     |          | 0.00 Cr     | SMSQ_4 CHRGS 01JAN21-31MAR21                      |
| 30-03-2021 | 30-03-2021 |          | 0.07 Dr     |          | 0.02 Cr     | SGST For diff DebitCard Chgs 24032021             |
| 30-03-2021 | 30-03-2021 |          | 0.07 Dr     |          | 0.09 Cr     | CGST For diff DebitCard Chgs 24032021             |
| 30-03-2021 | 30-03-2021 |          | 0.84 Dr     |          | 0.16 Cr     | diff DebitCard Chgs 24032021                      |
| 28-03-2021 | 28-03-2021 |          |             | 1.00 Cr  | 1.00 Cr     | MPAY/UPI/TRTR/108723920950/SBIN/josiwahengbam@o/n |
| 24-03-2021 | 24-03-2021 |          | 3.76 Dr     |          | 0.00 Cr     | AMC ATMCRD-FY18:9-0244:0                          |
| 24-03-2021 | 24-03-2021 |          | 500.00 Dr   |          | 3.76 Cr     | CWDR/108312030261/24 03-2021 12.57.02/NPC         |
| 24-03-2021 | 24-03-2021 |          | 98.00 Dr    |          | 503.76 Cr   | MPAY/UPI/TRTR/108306:64250/ICIC/bilidesk.prepai/U |
| 23-03-2021 | 23-03-2021 |          | 100.00 Dr   |          | 601.76 Cr   | MPAY/UPI/TRTR/108219113722/UCBA/05510110250914@/U |
| 22-03-2021 | 22-03-2021 |          | 48.00 Dr    |          | 701.76 Cr   | MPAY/UPI/TRTR/108110219677/ICIC/bilidesk.prepai/U |
| 21-03-2021 | 21-03-2021 |          | 16.00 Dr    |          | 749.76 Cr   | MPAY/UPI/TRTR/108014395187/ICIC/bilidesk.prepai/U |
| 20-03-2021 | 20-03-2021 |          | 500.00 Dr   |          | 765.76 Cr   | MPAY/UPI/TRTR/107913115626/SBIN/rahulloitongbam/U |
| 17-03-2021 | 17-03-2021 |          |             | 50.00 Cr | 1,265.76 Cr | MPAY/UPI/TRTR/107621019553/SBIN/kajam33.bk@oks/f  |
| 16-03-2021 | 16-03-2021 |          | 3,500.00 Dr |          | 1,215.76 Cr | MPAY/UPI/TRTR/107509131638/SBIN/sarmautpal38@ok/M |
| 15-03-2021 | 15-03-2021 |          | 129.00 Dr   |          | 4,715.76 Cr | MPAY/UPI/TRTR/107410232368/ICIC/bilidesk.prepai/U |





|            |            |           |  |  |           |  |             |   |
|------------|------------|-----------|--|--|-----------|--|-------------|---|
| 15-03-2021 | 15-03-2021 |           |  |  |           |  | 4,844.76 Cr | MPAY/UPI/TRTR/107408328924/ICIC/euronetgpay.pay/U |
| 14-03-2021 | 14-03-2021 | 11.00 Dr  |  |  |           |  | 4,855.76 Cr | MPAY/UPI/TRTR/107305139133/HDFC/borishahelbam99/U |
| 13-03-2021 | 13-03-2021 | 50.00 Dr  |  |  |           |  | 4,905.76 Cr | MPAY/UPI/TRTR/107220469357/ICIC/euronetgpay.pay/U |
| 13-03-2021 | 13-03-2021 | 48.00 Dr  |  |  |           |  | 4,953.76 Cr | MPAY/UPI/TRTR/107220185689/ICIC/bilidesk.prepai/U |
| 13-03-2021 | 13-03-2021 | 47.00 Dr  |  |  |           |  | 5,000.00 Cr | MPAY/UPI/TRTR/107208377727/UCBA/jennifer2ah@oki/U |
| 06-03-2021 | 06-03-2021 |           |  |  |           |  | 0.76 Cr     | SGST For diff DebitCard Chgs 28012021             |
| 06-03-2021 | 06-03-2021 | 8.46 Dr   |  |  |           |  | 9.22 Cr     | CGST For diff DebitCard Chgs 28012021             |
| 06-03-2021 | 06-03-2021 | 8.46 Dr   |  |  |           |  | 17.68 Cr    | diff DebitCard Chgs 28012021                      |
| 05-03-2021 | 05-03-2021 | 94.06 Dr  |  |  |           |  | 111.74 Cr   | MPAY/UPI/TRTR/106421332729/HDFC/bilideskpay.pre/U |
| 05-03-2021 | 05-03-2021 | 21.00 Dr  |  |  | 132.74 Cr |  | 132.74 Cr   | APBS: IOC Ref No5138892716                        |
| 28-01-2021 | 28-01-2021 |           |  |  |           |  | 0.00 Cr     | AMC ATMCRD-JUL19toJUN20-4410                      |
| 06-01-2021 | 06-01-2021 | 2.43 Dr   |  |  |           |  | 2.43 Cr     | MPAY/UPI/TRTR/100621329446/ICIC/euronetgpay.pay/U |
| 06-01-2021 | 31-12-2020 | 51.00 Dr  |  |  |           |  | 53.43 Cr    | 29950110057650:Int.Pd:01-10-2020 to 31-12-2020    |
| 04-01-2021 | 04-01-2021 | 100.00 Dr |  |  | 1.00 Cr   |  | 52.43 Cr    | MPAY/UPI/TRTR/100419384596/UCBA/jennifer2ah@oki/A |
| 02-01-2021 | 02-01-2021 | 51.00 Dr  |  |  |           |  | 152.43 Cr   | MPAY/UPI/TRTR/100222082056/ICIC/euronetgpay.pay/U |
| 02-01-2021 | 02-01-2021 |           |  |  |           |  | 203.43 Cr   | MPAY/UPI/TRTR/100221842373/UTTB/robinsonsoram6@F  |
| 02-01-2021 | 02-01-2021 |           |  |  | 100.00 Cr |  | 103.43 Cr   | MPAY/UPI/TRTR/100221586118/HDFC/jesyahelbam13-1/U |

Note: No transactions have been done in the month of February 2021.

