E- CIRCULAR

Interim arrangements for issue of No Dues Certificate due to Lockdown

To enable the Research Scholars to apply for “No dues Certificate” from Library through e-mail, the following procedures may be followed:

1. The Scholars who intend to apply for “No Dues Certificate” should send the e-mail request to puclibcir@gmail.com through their supervisors along with (a) “THE DETAILS OF THE THeses SUBMITTED TO THE UNIVERSITY” in the prescribed format provided, (b) Soft copy of the complete theses and (c) plagiarism report generated by Turnitin software with permissible limit of similarity as prescribed by UGC.

2. The Scholars are advised to ensure that all the books borrowed by them were returned to the library before sending the request. “No Due Certificate” will be issued through RAMS provided that there are no pending overdue charges in their accounts. In case, any overdue charges are pending, it will be intimated through e-mail and the individual should remit the amount in the Pondicherry University account (Necessary mandate form is provided) and the proof may be sent through e-mail. The “No Dues Certificate” will be issued through RAMS only after verification of the payment of overdue charges. The Scholars who obtain “No dues Certificate” through e-mail requests shall submit their University ID card at their next visit.

3. In addition, Scholars/Students who wish to clear the dues in person, may visit the library and “No Dues Certificate” will be issued through RAMS after clearing all the dues and fulfilling all the formalities.

Annexure: (1) “THE DETAILS OF THE THeses SUBMITTED TO THE UNIVERSITY”
(2) Mandate Form

University Librarian
1. Degree for which the Theses is submitted:

2. Full title of the Theses:

3. The Degree for which the Theses is submitted:

4. Name of Research scholar who submitted the Theses:

5. Name and designation of the supervisor:

6. Date of submission of the Theses to the University:

7. Five important key words (subject headings) relevant to the subject matter of the Theses:

8. Original contributions, if any, made through the above Theses:

9. Whether full text of the Theses in PDF format is enclosed:

Signature of the applicant:
### MANDATE FORM
**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**FOR E-TRANSFER**

**A. DETAIL OF ACCOUNT HOLDER:**

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>PONDICHERRY UNIVERSITY</th>
</tr>
</thead>
</table>
| Name & Address of the Account Holder | FINANCE OFFICER  
PONDICHERRY UNIVERSITY  
PUDUCHERRY 605 014 |
| Contact Person Phone Number / E-mail id | 0413- 2655178 / 2655260(Phone)  
0413- 2655947 (Fax)  
fo@ponduni.edu.in |

**B. BANK ACCOUNT DETAILS**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>INDIAN BANK</th>
</tr>
</thead>
</table>
| BRANCH NAME WITH COMPLETE ADDRESS | INDIAN BANK  
PONDICHERRY UNIVERSITY BRANCH  
KALAPET  
PUDUCHERRY 605 014 |
| TELEPHONE NUMBER | 0413-2655429 |
| Whether the Branch is computerized? | YES |
| Whether the Branch is RTGS Enabled? | YES |
| IFSC Code | IDIB000P152 |
| MICR - 9 Digit Code no. | 605019011 |
| Account Name | PU - RECURRING A/c |
| Account Number | 6659344508 |
| Account type | Saving Account |
| BANK CODE NO | 01574 |

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

**Date:** 25-06-2019

Certified that the particulars furnished above are correct as per our records.

Signature of the Bank Manager

Date & Bank Stamp  
25/6/19