

Date: - 10.06.2026

To,
The Guardians / Parents of the Students,
Adhyayan Branch, A-3, Nandalal Bithi,
P.O.- City Centre, P.S.- Durgapur,
Dist.- Paschim Bardhaman, Pin - 713216.

Sub: - Notice of cessation of operations, pro-rata refund policy, and settlement formality.

Dear Parents/Guardians,

This letter serves as an official intimation that due to supervening financial exigencies, unsustainable operational overheads, and bona fide losses suffered consistently by the ADHYAYAN branch, City Centre, the management, operating under EICS Tutorial LLP, has taken the difficult but necessary administrative decision to cease all academic operations at this location *sine die*.

While the branch operations are closing, the head office, EICS Tutorial LLP, shall continue to function independently as a separate legal entity and retains its full corporate status.

The management remains deeply conscious of its fiscal obligations toward the guardians who have trusted us with their children's education. Accordingly, a structured refund strategy has been formulated to ensure an equitable, orderly, and seamless refund process.

1. Structured Refund & Deduction Formula:

For guardians willing to claim the refundable amount, or who are currently in the process of seeking a refund, the total fees paid shall be structurally realigned and disbursed as follows:

The entire commercial course fee amount shall be structurally divided into twelve (12) equal monthly segments.

As two (2) months of active academic classes have already been successfully conducted by the institute, a corresponding two (2) months' worth of fees shall be legally deducted from the total.

An amount of ₹300/- per book shall be deducted towards the study materials provided by the institution.

Consequently, the remaining ten (10) months of the fee amount will be eligible for disbursement to the guardian.

The final payable settlement amount shall be subject to amicable mutual negotiation and verification, as outlined in our primary corporate policy.

In accordance with standard corporate accounting restructuring and the financial realignment timeline required to consolidate head office resources, the commencement of the phased financial refund process shall officially initiate upon the expiry of a statutory 6 month consolidation period from the date of this notice.

Notwithstanding anything contained hereinabove, the management reserves its absolute right and administrative discretion, at any time it deems fit, proper, and expedient, to initiate and execute a single, lump-sum One-Time Settlement (OTS) regarding any outstanding financial dues with the respective guardians.



9475974315



RINA'S Apartment, Sector 2b, Near DDA Market,
Bidhannagar, Durgapur - 713212



eicstutorialllp@gmail.com

Mandatory Documentation and Banking Process for Claiming Fees:

To initiate the official fee reclamation and fast-track the banking process, guardians are strictly required to comply with the following institutional processing guidelines:

- i. **APPLICATION SUBMISSION**: The guardian must ensure that to submit the refund application accurately to the official email address mentioned herein below.
- ii. **ACCOUNT SPECIFICATION**: The guardian must explicitly mention their active Bank Account Number, IFSC Code, and branch details clearly within the designated sections.
- iii. **MANDATORY CANCELLED CHEQUE**: The guardian must deposit a physical, valid Cancelled Cheque linked directly to the specified bank account alongside the application form.

****[Please Note: No manual cash disbursements will be entertained. Upon successful validation of the submitted form and cancelled cheque by our internal verification unit, the final negotiated amount will be securely deposited directly into the guardian's bank account via electronic transfer.]****

2. **Official Channels and Communication:**

To avoid misinformation, rumours, or unauthorized representations, all further communications, timeline announcements, and verification updates shall be processed exclusively through our official website [www.adhyayanedu.in] or via the designated corporate email address [adhyayan.durgapur@gmail.com]. No manual or verbal representations at the local branch premises shall be deemed valid.

We thank you for your support and seek your professional cooperation in executing this wind up amicably.

By Order of the Management of EICS Tutorial LLP.



Signature of the Authorized Signatory



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