

HOSTEL VACATING FORM

To be filled by the Candidate in CAPITAL Letters

ROOM NO. ALOTTED	N	N	N	HOSTEL ID Number (HID)	Y	Y	M	M	X	X	X	N	N	N	Z
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NAME OF THE CANDIDATE: _____

FATHER'S NAME: _____

COURSE NAME: _____

COURSE DURATION: _____ DATE OF VACATING THE HOSTEL: _____

REASON FOR VACATING THE HOSTEL: Course Completed Expulsion Others _____

CONTACT NUMBER: _____

E-MAIL ID: _____

ID PROOF (FOR ADDRESS): _____

PERMANENT ADDRESS: _____

DISTRICT: _____ STATE _____ PIN CODE: _____

BANK ACCOUNT DETAILS

(Original Caution Money Fee Receipt to be produced while applying for Caution Money Refund)

ACCOUNT NUMBER																			
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BANK NAME: _____ IFS CODE: _____

BRANCH: _____ LOCATION: _____

DECLARATION:

- I have handed over the room (along with the furniture) in good condition.
- I have taken all my belongings and agree to forego, to claim left behind, if any by me.
- I agree for recovery of dues, if any damage to the furniture or Hostel Assets are reported against me.

DATE: _____

CANDIDATE'S SIGNATURE

TO FILLED BY MESS COMMITTEE

The Mess Account of *****Name of Candidate*****, student of the course _____, is closed on Date _____. The students have settled the Hostel Mess Caution Money and has cleared all the dues.

DATE: _____

HOSTEL MESS COMMITTEE MEMBER'S SIGNATURE

TO BE FILLED BY HOSTEL ADMINISTRATION

HOSTEL FEES STATUS _____

DAMAGE TO FURNITURE / ASSETS (if any) _____

HOSTEL CAUTION MONEY TO BE REFUNDED (in Rs.) _____

DATE: _____

HOSTEL CARE TAKER

REFUND OF CAUTION MONEY (Recommended / Not Recommended) _____

DATE: _____

HOSTEL WARDEN

Copy To: 1. Accounts Section