

Application for Cancellation of Hostel Allotment

(To be got completed and deposited in the Senior Warden Office by the student)

I Mr. _____ S/O _____

Registration No: _____ Department _____ Class: _____

Sem: _____, Hostel No. _____ Room No _____ desire to get my allotment cancelled. Please immediately take over possession of my seat/room along-with all items issued to me as per inventory and cancel my hostel allotment with effect from the date that I deposited this duly completed application in the Senior Warden Office. Thereafter, if I am found present in hostel, at any time for any reason, I undertake to pay full hostel dues for the semester and a fine as determined by the Hostel Administration. My hostel I.D card is attached herewith.

Date _____ Signature of Applicant _____

1. Mess Cancellation

Ref Number & Date. _____

Payable Dues Rs: _____.

Mess Security: _____

Mess Clerk _____

Mess In-Charge _____

RWO: Ref. No. _____ (For Senior Warden Office)

The applicant has returned vacant possession of his seat/room and all items issued to him as per inventory to the undersigned. His last issued hostel I.D card is attached herewith.

Remarks (if any) _____
please recover outstanding dues/charges, if any, and solicit approval of the Senior Warden

Senior Warden
Dated _____

Verified By R.W/ASST R.W

Possession Taken over by
Dated _____

Ref.No. H/Allot-CA/ (For Senior Warden Office Use)

Payable Dues

Allotment to be cancelled w.e.f

Paste photo
here

Dues Clerk (Sign & Date):

Provost/Deputy Provost

Receipt

A true copy of this application bearing original signatures of the Senior Warden has been received by me and I shall attach it with the "final clearance application/performa."

Date _____

Signature of Students _____