

QUAID-I-AZAM UNIVERSITY

(OFFICE OF THE PROVOST)

NO.QAU/P.O/(B.H)-Clearance/

Dated: _____

"Final Clearance from Hostel"

I have fulfilled all the academic requirements for obtaining my BS/MSc/MPhil/PhD degree from the University.

Thus, I intend to apply for final clearance from the Boys' Hostels. My particulars are as follows:

Name: _____ S/O _____

Class: _____ Sem _____ Deptt/Institute/School: _____

Registration No: _____ Hostel No: _____ Room No: _____

Session: From _____ to _____

It is therefore, requested to kindly issue me final clearance and oblige.

Paste photo

1" X 1"

Signature of Applicant

1. Mess Clearance (for Mess Office Use)

Reference No. & Date _____

Payable Dues _____

Mess Security _____

Mess Clerk

Mess In-Charge

2.(a) Room's Surrender Certificate (for official use)

- i. Above mentioned (ex-student) has vacated his seat/room and handed over its vacant possession to the Hostel's Administration on _____
- ii. He has/hasn't returned Hostel's I.D card (enclosed herein discarded form). In case of non-returning give reason _____
- iii. He has/has not returned all other items issued to him, as per inventory/record.
Remarks (if any) _____

Counter Signed by
Senior Warden

Resident Warden
Boys Hostels

Verified by
Asstt. Resident Warden

Allotment Clerk

3. Issuance of certificates and refund of caution money

As the concerned ex-student has fulfilled the above mentioned legal requirements for obtaining final clearance, thus, his caution money paid vide challan No. _____ dated _____ amounting to Rs. _____ may be refunded and his case for receiving degree/DMC may also be processed at Office of the Controller of Examinations.

Validity date of this clearance _____

Dues Clerk

Provost/Deputy Provost

Treasurer/
Account Superintendent

(The applicant must read the overleaf instructions)

PTO....

Pre requisites for seeking Final Clearance are as under:

1. The applicant should apply within a week after the end of his final terminal exams otherwise, a fine of Rs. 2000/- would be recovered for late clearance including forcible vacation from room for fresh allotment to the deserving student on merit.
2. All the outstanding Hostel as well as Mess dues must be cleared by the applicant and original copy of paid challan(s)/fee voucher of such dues should be provided in Provost Office, if not submitted earlier.
3. The original photograph 1"x1" size should also be pasted on clearance form by the applicant in case of missing hostel I.D card.
4. Any query raised by the applicant regarding fines or charges imposed by the Hostel Administration, based on the report of the concerned Resident Warden/Assistant Resident Warden, should be addressed by the respective Resident Warden's Office before processing the final clearance.