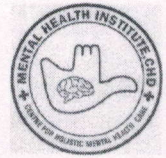


MENTAL HEALTH INSTITUTE

Near S.D. College, Adj. to Pb. Police Officer Inst., Sector 32, Chandigarh 160030
Ph. No. 0172-5001755 email: mhpsychiatry@gmail.com



HOSTEL OFFICE

Application for Allotment of Hostel Accommodation

Recent passport
size photo

(Self-attested)

1. Name of applicant (in BLOCK LETTERS) _____

Mobile No. _____

Email _____

2. Father's Name _____

3. Married /Unmarried _____

4. Nationality _____

5. Category _____

6. Date of Birth _____

7. Permanent Address _____

Phone No. (Father & Mother) _____

8. State to which applicant belongs _____

9. Designation/Course _____

10 Date of joining the Institute _____

11 Duration of proposed stay _____

12 Present Address and Phone no. if any _____

13 Name & Address of local guardian, If
any Phone No. (local guardian) _____

UNDERTAKING

- (a) Certified that my wife/husband is not working at GMCH/MHI, Chandigarh.
(b) Certified that my wife/husband is working at GMCH/MHI, Chandigarh as _____ in
the department of and she/he is in possession of Institute accommodation.
- Certified that the above information is correct to the best of my knowledge and belief. I undertake
to inform the Hostel Warden if there is any change in respect of the items mentioned above.

Date: _____

(Signature of the candidate)

Designation: _____

Enclosure: Copy of appointment order/joining report.

Recommendation of Head of the Department

Certified that Dr./Mr./Ms. _____ has joined as _____
in the department of Psychiatry w.e.f _____. Hostel accommodation may be allotted
to the candidate in accordance with the order of priority approved for the purpose.

Signature of Head of the Department with stamp

Recommendation

- (a) Admission allowed
- (b) Admission not allowed

Warden

RULES AND REGULATIONS [Detailed rules available on Notice Board]

- i) The occupants are expected to live in the hostel as a community and with a full sense of responsibility.
- ii) The occupants are required to vacate the hostel accommodation within 07 days of completion of their course/job tenure/session/termination/resignation, etc. If the room is not vacated within 07 days, penal rent @ Rs. 200/- per day per head for rooms without attached washroom and @Rs. 400/- per day per head for rooms having attached washroom will be charged for unauthorized occupation of accommodation. In any case, such unauthorized stay/occupation would not be permitted beyond 30 days and thereafter, the room will be sealed/ got vacated by the hostel authorities, at the risk and cost of the occupant.
- iii) The hostel residents found responsible for any damage or loss to common room/ hostel property including electrical fittings/bathroom fittings, window panes, furniture, mess furniture etc will be charged individually or collectively as the case may be. They may also be liable for strict disciplinary action.
- iv) No unauthorized construction /alterations are permissible in Hostel Rooms.
- v) No cooking is allowed in the rooms.
- vi) Any outside service personnel like maid servants, beauty parlor workers, washermen, etc. or any other unauthorized workers are not permitted in the hostel premises. Private vendors, tiffin service providers, servants, etc. are also not allowed in the hostel premises. Online food vendors like Swiggy / Zomato etc and Courier services are permitted only at the entrance gate of MHI building. They are not allowed in hostel premises.
- vii) Subletting the room is not allowed on any ground. In case anyone is found doing so, his/her room will be cancelled immediately and also a penal rent @ Rs.100/ will be imposed right from the date of allotment of the hostel accommodation.
- viii) Mobile phones, laptops and computer are permitted. Use of any electrical appliance is not permitted in the hostel without prior permission of Warden.
- ix) Possession/consumption of liquor/tobacco products / contraband drugs /any other intoxicating substance/ in any form is strictly prohibited in the hostel rooms and in its premises.
- x) Gambling in any form, Smoking and Ragging is strictly prohibited in hostel rooms and in its premises. The defaulters will be dealt with sternly as per the instructions issued by the Institute Administration and national advisories issued from time to time.
- xi) Entering the hostel through unauthorized passage will be viewed seriously and will attract disciplinary action.
- xii) Washing of clothes in rooms is not allowed.
- xiii) No utensils or crockery to be taken to the room from the mess of the hostel.
- xiv) No meal is to be taken to the room except in the case of illness.

HOSTEL RENT & SECURITY

1. Hostel Fees have to be paid in advance at the time of admission and then on yearly basis.
2. Hostel fees are to be paid in the MHI Hostel Bank Account either by online mode of payment like Google pay/ Paytm/bank transfer or by cash deposit in SBI Branch, GMCH, Sector 32 by using the triplicate challan.
3. In case of online mode of payment, the resident will send the screen shot of the detail of payment made by him/her at hostelmhi@gmail.com . In case of payment deposit in bank, the office copy of the triplicate challan will be submitted in the hostel office.
4. Room rent for single/shared accommodation rooms without attached washroom is Rs. 7200/- per occupant per annum and for shared accommodation rooms with attached washroom is Rs. 9000/- per occupant per annum, to be paid annually.
5. Students pursuing M.D (Psychiatry) are exempt from paying rent for occupation, in accordance with prevailing provisions of GMCH. However, they shall pay other charges like security, mess charges, electricity/water charges etc. as applicable to all other occupants.
6. Hostel fees are to be paid in advance by the 10th of every calendar month. Penalty @ Rs 50/- per day will be levied after the due date.
7. Refundable hostel security for all occupants is Rs.4000/-. The security is refundable to the occupants within a period of 90 days from the date of vacation of hostel accommodation. However, the occupants have to submit a written request to the competent authority for the refund of their security within the stipulated period of 90 days duly supported by a no-dues certificate, failing which the security amount will lapse and will be deposited into the account of MHI.
8. In case any resident leaves the hostel accommodation before completing his/her tenure, hostel fees will be non-refundable except for the security amount.
9. The hostel fees i.e. room rent, security fee, electricity water charges, mess charges are subject to revision from time to time, as decided by the hostel authorities.

ELECTRICITY & WATER CHARGES

1. The electricity charges is Rs.12000/- (Rs. Twelve Thousand only) per occupant per annum, to be paid annually in advance. The electricity charges are subject to revision of electricity tariff by the Chandigarh Administration.
2. Each hostel occupant has to pay Rs.1200/- (Rs. One Thousand Two Hundred only) per year payable in advance on account of water charges.

MESS CHARGES

1. The hostel mess facility is compulsory for all the residents.
2. They will have to pay a minimum monthly amount in advance by 10th of every calendar month, as mess charges fixed by the hostel authorities from time to time. Penalty @ Rs. 50/- per day will be levied after the due date

Undertaking by the candidate

I, Dr./Mr./Ms. _____ undertake to abide by all the rules & regulations related to hostel accommodation, which have been clearly read/ understood by me.

Date: _____

Full signature of the candidate

Mobile No. _____

For Office Use Only

Following Hostel Charges paid vide Transaction No. _____ Dated _____.

1. Hostel Security Rs.4000/-
2. Room Rent Charges Rs. _____ for session _____ for with/without attached washroom.

FURNITURE, ELECTRICALS & PUBLIC HEALTH ITEMS ISSUED TO OCCUPANT

Sr. No.	Name of the Item	No. /Remarks
1.	Wooden Bed	
2.	Wooden Study Table	
3.	Wooden Easy Chair	
4.	Mattress	
5.	Wooden /Steel Almirah	
6.	Fan with Regulator	
7.	Power Point 5 Amp.	
8.	Power Point 15 Amp.	
9.	Exhaust Fan	
10.	A.C Remote	
11.	Telephone plug	
12.	English Seat with flush	
13.	Wash basin with two taps	
14.	Taps	
15.	Mirror	
16.	Shower with tap	
17.	Curtain rods	
18.	Curtains	
19.	Condition of window pane or grill	
20.	Lock	
21.	Tube Rod	
22.	Any Other	

Dated:**(Signature of the Occupant)
Name:**

Allotted Room No. _____

(Hostel Official)

Dated:

(Warden)