

MENTAL HEALTH INSTITUTE

Near S.D. College, Adj. to Pb. Police Officer Inst., Sector 32, Chandigarh 160030

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HOSTEL OFFICE

APPLICATION FOR THE REFUND OF HOSTEL SECURITY

Note: Security Claim shall lapse after a period of 90 days from vacation of Hostel and the same stands forfeited as lapsed security.

1. Name of the student : _____ (in Block Letters)

2. Father's Name (in Block Letters) : _____

3. Particulars of Hostel Accommodation:

Course Name	Session	Room No.	Room Vacated on Dated	Security Paid (Rs. 4000/-)	
				Transaction No.	Date

(I have cleared all my hostel dues i.e. room rent, water & electricity charges, fine, mess charges etc. for the period of my stay in hostel and nothing is due against me.)

4. Address after leaving the hostel : _____

Mobile No _____

5. My Bank account details is as under:

Bank account No _____

(pass book copy attached)

Name of Bank _____

Branch Address _____

IFSC Code _____

Dated: _____

Signature of applicant _____

(for office use only)

Nothing is outstanding against the said applicant

1. Hostel dues paid (Room rent/ water/electricity) : Receipt No & _____
Date _____

2. Mess dues paid : Date _____

Hostel Security to be refunded :
Page on which the security is entered in :
Room Allocation Register

Rs. _____

Signature of Hostel Caretaker

Signature & Stamp of Mess Contractor

Warden (Hostel)