

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HOSTELS**  
**REPORT REGARDING THE VACACATION OF ROOM & LIABILITY**

1	Name of the student			
2	Roll No.			
3	Hostel		Room No.	
4	Date & Time on which room has been vacated			
5	Condition of the room /walls/floor/fittings/furniture/doors/windows/cupboards to be verified by the Hostel Staff (Necessary fine shall be charged for damages/defects)			
	Items	Condition	Fine (Rs.)	Name & Signature of the hostel staff
a	Furniture: Table/Chair/Coat			
b	Walls/Floor			
c	Light/fan/switches			
c	Door & Windows/cupboards			
d	Signature of steward/Care taker in which he/she is staying:			
6	Details of mess charges		Previous Month (Rs.)	Current month (Rs.)
a	Mess Card issued to .....Mess (Previous month).....Mess (current month)			
b	Mess dues including extras and guests for .....days (Current month)			
Signature of the Steward/Care Taker of the hostel in which the mess is running				
7	Liabilities if any in the hostels, where student stayed earlier			
Hostel	Room No	Dues/Liabilities/Damages including common area damages	Fine (Rs) Recommended	Signature of the Steward/Care Taker
AH				
BH				
CH				
DH				
EH				
FH				
GH				
PG1H				
PG2H				
LH				
MHL				
Flats				
MBA				

MHB			
<b>Total Dues</b>			
Previous dues of hostel & mess charges pending (Rs.).....			Signature of section office:

Total security/caution amount paid by the student at the time of admission: Rs.....

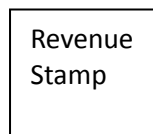
Balance ST amount (Rs.):.....

I prefer the balance amount from the security/caution amount after deducting the dues to be paid as cheque in the following address or on line payment transfer to the account given below (suggest any one of the options)

For cheque	For Online transfer: (use BLOCK letters)
Name & Address to which cheque to be send (use BLOCK letters)	Name of the A/C holder:
<b>Name:</b> ..... <b>Address:</b> ..... ..... <b>Street:</b> ..... <b>Post:</b> ..... <b>District:</b> ..... <b>State:</b> .....	A/C. No.
	Name of the bank:
	Name of the branch:
	IFSC code:
<b>PIN CODE</b>	Land line no. with STD code (if any):
<b>Mob No.:</b>	
<b>Signature of the student:</b>	

**Advance receipt:** Received Rs..... in words.....

From Chief Warden NITC Hostels against my refund of security/caution/ST deposit



Signature of the student on the revenue stamp

**For office use only**

Amount for refund (Rs.)..... in words.....

Mode of payment :

Cheque/transaction No.& Date of payment :

Signature of section :

Approval by Hostel Manager

Date of transfer/dispatch: