

**Office of Dean Student Affairs
Indian Institute of Technology Delhi**

**Application for short stay in hostel /Apartment
(IIT Delhi Students)**

Details of applicant

1. Name (In Block Letters): _____ Hostel: _____
2. Entry No.: _____ Contact No.: _____
3. Department: _____ Name of Program _____
4. Permanent address: _____

Details of stay

Short stay required from _____ to _____

Total no. of days _____

Purpose of Short stay

Signature of student _____ Date: _____

For use of Supervisor/HOD/ADSW*

Remarks

Name _____ Signature: _____ Date: _____

*if extension is sought for academic reasons forward through supervisor and HOD, if for medical or other reason, forward through ADSW.

Approval of ADHM

Signature

Self-attested copies of following documents to be attached with the application:

1. ID proof
2. Institute Identity card
3. Medical history (if request is on medical grounds)

For use of Students Affairs Section

Mr./Ms. _____ Entry No.: _____
is allotted

Hostel/Apartment _____ From _____ to

Payment due @ Rs _____ per day for _____ days,

Total payment due = Rs _____

Date: _____

Signature

.....

Student may make the payment and fill transaction details here

Payment to be made into the DDF account of concerned hostel (list of accounts overleaf)

A/C No. _____ Amount deposited _____

Transaction Id _____ Transaction Date _____, Payment made Via

(Please note that payment once made is non – refundable)

For use of Caretaker

Payment details verified

Room allotted _____

Caretaker's name & signature:

Date:

Copy -Office of ADHM
-Hostel accounts section

Room charges for short stay in Hostels/Apartments

(w.e.f. 1st November-2020)

A. Short stay for IITD student in Hostels and Apartments (A type, New Vindhyachal, Nalanda, IP)

No.	Category	Duration	Charges(INR)
1.	Short stay for on-roll IITD student in hostel (with mess facility)	up-to 2 months	500/day
		After 2 months - till end of the semester (max.)	750/day
2.	Short stay for on-roll IITD Ph.D students in Apartments (without messing)	up-to 1 month	500/day
		2nd month - till end of the semester (max.)	750/day
3.	Short stay for graduated students in hostel (Extension of stay) with mess facility	up-to 1 month	500/day
		1-2 months	750/day
4.	Short stay for graduated students in Apartments. (Extension of stay) (without mess facility + Electricity/water charges on actuals)	up-to 1 month	500/day
		1-2 months	750/day
* No extension beyond the specified period will be provided.			

Hostel Account Details

Bank - State Bank of India, IIT Delhi Hauz Khas Branch, New Delhi 110016

IFSC –SBIN0001077

Name of Hostel	A/C NO
Aravali	10773571662
Girnar	31273834784
Himadri	10773572054
Jwalamukhi	10773571673
Kailash	10773571684
Karakoram	10773571695
Kumaon	10773571708
Nilgiri	10773571719
Satpura	10773572270
Shivalik	10773571720
Udaigiri	32428815296
Vindhyachal	10773571731
Zanskar	10773572702
Nalanda	1077357 1924