



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR – 3
DWARKA, NEW DELHI-110078**

Ramanujan Hostel

F. No.211()/2009/BH-IV/NSIT/20__

Dated: __/__/20__

***To,**

Address : - _____

Sub : - Refund of Hostel and Mess security and refund of Mess advance.

Dear Student,

This is to inform that your application for refund of Hostel and Mess security (after hostel vacation) has been forwarded to the accounts section vide letter/diary no. _____ dated _____. You are advised to contact the accounts section for any clarifications/queries.

(Signature of Warden)

*NAME

* MOBILE NO.

*ROLL NO.

*ROOM NO.

Further, the cheque No. _____ of your mess advance (after deducting mess charges) amount of Rs. _____ has been prepared. You may kindly collect the same from the hostel office on any working day.

Fields marked with (*) are required to be filled by Student in CAPITAL letters.

(Signature of member, Mess Committee)

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR – 3
DWARKA, NEW DELHI-110078**

Ramanujan Hostel (BH-IV)

MESS REFUND FORM

NAME

MOBILE NO. and Mail Id of Student

ROLL NO.

ROOM NO.

BRANCH

DATE OF JOINING

DATE OF LEAVING

I WILL COLLECT MESS REFUND CHEQUE PERSONALLY FROM THE COORDINATOR
MESS COMMITTEE

Yes ☐ No ☐

MESS REFUND CHEQUE MAYBE SENT TO ME BY POST AT THE FF. ADDRESS

Yes ☐ No ☐

POSTAL ADDRESS

.....

.....

.....

LAND LINE PHONE NO.

Date:

(SIGNATURE OF STUDENT)

Acknowledgement Slip

Name : _____

Roll No.: _____ Branch: _____

Date of Submission of Application: _____

(Signature of Warden)

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
SECTOR -3, DWARKA, NEW DELHI -110078
RAMANUJAN HOSTEL

APPLICATION FOR REFUND OF HOSTEL SECURITY

1. NAME _____
2. ROLL NO. _____ SEMESTER _____ ROOM NO. _____
3. HOSTEL FEE RECEIPT NO. & AMOUNT DEPOSIT _____
4. DATE OF JOINING _____
5. REASON FOR LEAVING _____
6. DATE, MONTH, YEAR OF LEAVING _____
7. ADDRESS WHERE CHEQUE IS TO BE SENT (IN CAPITAL LETTERS)

Received Payment of Rs. _____

*** affix revenue
stamp and
signature

SIGNATURE OF THE STUDENT
(WITH DATE)

FOR OFFICE USE ONLY

- (i) HOSTEL FINE Rs. _____
HOSTEL FEE DUES Rs. _____
TOTAL Rs. _____
- (ii) TOTAL AMOUNT TO BE REFUND Rs. _____

Entry Page no. _____ Year _____

(HOSTEL CARETAKER)

(WARDEN)

(HOSTEL CHAIRMAN / DSW)

Instructions:

- * Please attach the white slips of Hostel security payment receipt.
- ** Please enter the postal address neatly in capital letters.
- *** Please affix revenue stamp and signature.

FILL IN THE BELOW DETAILS IN CAPITAL LETTERS : -

1. NAME OF STUDENT: _____
2. BANK NAME: _____
3. BANK A/C. NO. : _____
4. IFS CODE. : _____
5. MOBILE NO. : _____

(SIGNATURE OF THE STUDENT WITH DATE)