

Request for Hostel Caution Deposit (applicable only for hostel inmates)

Name :

Batch :

Roll no :

Vacate on :

Rent dues : (yes/ no)

(counter sign by section clerk)

Hostel Dues : (yes/ no)

(counter sign by Hostel secretary)

I completed my PG course successfully. I am vacating the hostel. Hence I request you to refund the Caution Deposit..

Yours faithfully

(Name & signature Of Applicant)

Approved

Hostel Warden

For office use only

Amount refunded :

Date of Refund :

Section Clerk