

UG	PG	Ph.D.	Others
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Date:



From
 Name :
 Reg. No. :
 Course / Dept. :
 Year :
 Hostel Block :
 Room No :
 Mobile No. :
 Email id :

To
 The Executive Warden,
 M.I.T Campus Hostel,
 Chromepet, Chennai – 600 044.

Dear Sir

Sub: Intimation for Vacating the Hostel / Mess.

This is to intimate to you, that I have vacated the Hostel from _____ onwards, due to Completion of Course / Break of study (_____). Here with I have attached first page of my bank passbook for your perusal. I request you to kindly refund eligible Hostel advance after deduction into my account. I wish to contribute an amount of ₹.250.00 (Rupees Two hundred & fifty only) towards MIT Campus Hostel Employees Welfare Fund Account. I also agree that if I have any outstanding amount that I have to pay to MIT Hostel can be deducted from my refundable deposits and advances.

Thanking you,

Yours Faithfully,

Place :

(_____)

Date :

Roll. No.

Ledger No:	Page No:	For office use only
Total Deposit at the time of admission:		₹.
Less: Deductions		
Service Charge	:	₹.
Staff Welfare	:	₹.
Fine	:	₹.
Breakage Charges	:	₹.
Miscellaneous Charges	:	₹.
Less: Total Deductions	:	₹.
Refundable	:	₹.

DEALING HAND **DEPUTY WARDEN (HOSTELS)**

EXECUTIVE WARDEN

From
Name :
Reg. No. :
Course / Dept. :
Year :

To
The Executive Warden,
M.I.T Campus Hostel,
Chromepet, Chennai – 600 044.

Sir;

Sub: Refund of Mess Advance – Regarding

I request you to kindly refund eligible Mess advance after deduction into my account.

Thanking you,

Yours Faithfully,

Place :

(_____)

Date :

Roll. No.

For Office Use only

Ledger No:

Page No:

Mess Advance Balance:

I Year : ₹.

II Year : ₹.

III Year : ₹.

IV Year : ₹.

Total : ₹.

Refundable : ₹.

DEALING HAND

DEPUTY WARDEN (MESS)

EXECUTIVE WARDEN