

ANNEXURE-III  
HOSTEL VACATING FORM

**AFTER COMPLETING THE FORMALTIES ONE COPY EACH TO BE SUBMITTED TO THE HOSTEL WARDEN, HOSTEL PROVOST AND DEAN(SA), NITAP**

NAME OF THE STUDENT ROLL NUMBER/REGISTRATION NUMBER, EMAIL, PHONE NUMBER			<u>SIGNATURE OF THE STUDENT WITH DATE</u>
REASONS FOR VACATING THE HOSTEL (PLEASE ATTACH RELEVANT CERTIFICATES, PHOTO COPIES ALONG WITH THIS FORM)			
SIGNATURE OF THE HEAD OF THE DEPARTMENT WITH VALID REASON FOR ALLOWING THE STUDENT TO VACATE AND NOTIFY THE DIRECTOR, NITAP OF THE SAME AND OBTAIN HIS CONSENT			<u>HOD SEAL WITH DATE</u>
SIGNATURE OF THE CARETAKER AFTER VERIFICATION OF THE WORKING CONDITIONS OF ITEMS IN THE ROOM			<u>HOSTEL SEAL WITH DATE</u>
SIGNATURE OF THE HOSTEL WARDEN AFTER REMOVING THE ROLLS FROM THE RELEVANT HOSTEL FILE AND MESS		<u>VACATED ON:</u>	<u>HOSTEL SEAL WITH DATE</u>
SIGNATURE OF HOSTEL PROVOST, NITAP (FOR ANY OTHER RELEVANT ISSUES LIKE FINE ETC)			<u>HOSTEL PROVOST SEAL WITH DATE</u>
SIGNATURE OF THE DEAN(SA), NITAP (TO NOTIFY THE AUTHORITY OSD, THE DIRECTOR, NITAP) AND SEE THAT THE COPIES ARE SUBMITTED TO HW AND HP.			<u>OFFICE OF THE DEAN (SA), NITAP SEAL WITH DATE</u>
SIGNATURE OF THE OSD, NITAP FOR FURTHER PROCESS AND RECORDS			<u>SIGNATURE OF THE OSD, NITAP</u>