



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
National Institute of Technology Agartala
JIRANIA-799046 (TRIPURA)

For office use only
Sl. no:- _____
Date:- _____
Signature _____

(Form 1:-Hostel leaving Form)

Dated ___/___/___

To
The Chief Warden
NIT Agartala.

With due respect, I.....bearing Reg.no/Enrolment No.....
Student of BTech/MTech/MCA/MSc/BS-MS/BT-MT/MBA/PhD.....semester and resident
of.....hostel in Block Room no..... would like to state that I am
leaving the hostel permanently and have handed over the following items provided to me to
Mr....., hostel supervisor on

Items handed over along with **room key**:-

1 no. of Cot:- 1 no. of Table:- 1 no of Chair:- Tube Light Set:- , 1 Lamp Set:

I have also attached a copy of filled in original **Clearance Form**, signed by appropriate authority, (For final year students only), **(1) Photocopy of Bank Passbook (First page), and (2) Application to Chief Warden** along with this form-1. So, kindly allow me to leave the hostel & please refund mess balance if any and caution money.

Date of vacating the Hostel.....

Email id:-

Mobile no:-

Signature of the Applicant with date

For official use only:-

All items provided by the Institute in Applicant's room have been verified and found in order/ defective. If any item is found defective, provide details

1) Refundable balance Rs _____ as on _____

(Signature of the hostel accountant)

2) Forwarded by:-
(Supervisor's Signature) _____

3) Recommended by:-
(Warden) _____

4) Approved by:-
(Chief Warden) _____

Note:- Signature should be taken in order from 1 to 4 respectively.