

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HOSTELS**  
**REPORT REGARDING THE VACACATION OF ROOM & LIABILITY OF RT**

1	Name of the Resident Tutor				
2	Department				
3	Hostel		Room No.:		
5	Date on which room has been occupied				
6	Date & Time on which room has been vacated				
7	Details of mess charges if institute mess for current month	Mess:	Amount:		
8	Condition of the room/walls/floor/Electrical fittings/furniture/doors/windows to be verified by the Hostel Staff (Necessary fine shall be charged for damages /defects will be mentioned in the Sl. No.10)				
	Name & Signature of the Hostel Staff verified :				
9	Name & Signature of the steward /caretaker :				
10	<b>Liabilities &amp; Fine if any in the hostels</b>				
	<b>Hostel</b>	<b>Room No.</b>	<b>Details of Dues</b>	<b>Fine (Rs.)</b>	<b>Signature of the Steward/Care Taker</b>

I prefer the balance amount from the security/caution amount after deducting the dues to be paid as cheque in the following address or on line payment transfer to the account given below:

<b>For Online transfer: (use BLOCK letters)</b> <i>(Attach copy of front page of A/C Holder's pass book)</i>	
Name of the A/C holder:	
A/C. No.	
Name of the bank:	
Name of the branch:	
IFSC code:	
Mob No.:	
Signature of the RT	

**Advance stamped receipt:** Received Rs.....in words.....  
 From Chief Warden NITC Hostels against my refund of security/caution deposit.