



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
छात्रावास प्रबंधन अनुभाग/Hostel Management Section
रूपनगर , पंजाब - 140001/ Rupnagar, Punjab-140001
saaccounts@iitrpr.ac.in/carehostel@iitrpr.ac.in

Date: ____/____/20____

MESS SECURITY REFUND FORM

1. Name of student : _____
2. Entry Number : _____
3. Hostel Name and Room No. : _____
4. Passed/Withdrawal year : _____ Room Vacated on _____
5. Home address: _____ (Institute Email) _____

Contact No. _____ Email(other than Institute) _____

6. Regular Meal taken in mess till : _____ (To be counter-signed by the Mess Manager if applicable)
7. Bank A/c No. (in which Security transferred SELF ONLY): _____

Bank Name: _____ IFSC Code: _____

***Please, Provide bank account of your name (applicant only). The refund will not be processed to any other bank account.**

8. Already taken the signature in the Institute No dues form while submitting the Mess Security refund form.
Yes _____ No _____

9. The refund will be processed as per the circular no. 1-76/Dean(SA)/2010/IITRPR/164 dated 05/04/2017:

Refund cases submitted upto 31 st December	To be processed in the month of February
Refund cases submitted upto 31 st July	To be processed in the month of August

10. Date _____

Signature of student

FOR WARDEN OFFICE USE

Caretaker's Certificate

Check list of the room items.

Almirah _____ Chair _____ Table _____ Bed _____ Book Rack _____

Router _____ Fan _____ Tube-Light _____

Remarks if any:

This is to certify that the above student has vacated the room on ____/____/20____ and handed over all hostel

material. There is Nothing/_____ outstanding dues towards his/her lodging as on date.

Signature of Caretaker Date _____
With date

Signature of (Hostel Warden)
With date

For SA/HM Office

JA(HM)

JAO(HM)

AR(HM)