



To

The Hostel Warden

Central University of Punjab, Bathinda

Subject-Application for Vacating the Hostel

Respected Sir/Ma'am,

I am a hosteller and I have paid all my hostel fees, and the furniture given to me is intact. The details of it is as follows:-

Name		Registration No.	
Course		Department	
Hostel Name		Room No.	
Email ID		Mobile No.	

*Hostel fees Details (Please find attached the copy of Hostel fees receipt)*

Semester	Receipt No/Transition ID	Date	Amount
1 <sup>st</sup> Sem.			
2 <sup>nd</sup> Sem.			
3 <sup>rd</sup> Sem.			
4 <sup>th</sup> Sem.			
5 <sup>th</sup> Sem.			
6 <sup>th</sup> Sem.			
7 <sup>th</sup> Sem.			
8 <sup>th</sup> Sem.			

DATE AND TIME OF VACATING THE HOSTEL ROOM:- Date:- \_\_\_\_\_ Time:- \_\_\_\_\_ am/pm

DETAILS OF THE FURNITURE AVAILABLE IN THE ROOM OF THE STUDENT							
Room Key No.	Bed No.	Table No.	Table key No.	Chair No.	Almira No.	Almira key No	Book rack No.

Please allow me to vacate the Hostel.

Signature of the student with date

Remarks and Signature of the Hostel Staff	
Signature of Hostel Warden	