



# Office of the Warden, Girls Hostel

## South Campus, University of Kashmir

(NAAC ACCREDITED GRADE "A+")

Highground, Fatehgarh, Anantnag, Jammu & Kashmir 192101

**Request Form for the Refund of Mess fee for the Month of \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Room No.** \_\_\_\_\_

**Contact no.** \_\_\_\_\_

1. I have deposited an amount of Rs \_\_\_\_\_ as mess fee for the month of \_\_\_\_\_ on \_\_\_\_\_ (mention date of deposit) bearing Transaction ID \_\_\_\_\_ in the account of Warden (Girls hostel).
2. I was not in the hostel and did not avail mess facility from:
  - a) \_\_\_\_\_ to \_\_\_\_\_ (Min. 7 days at a stretch) – Mention dates'
  - b) \_\_\_\_\_ to \_\_\_\_\_ (Min. 7 days at a stretch) – Mention dates

**Note: \*\*** The refund amount will be calculated every month based on the expenditure incurred. The information about the preceding month will be shared on website (under Girls Hostel head) till 7<sup>th</sup> of every month. Only in case the collection exceeds the expenditure, refund requests would be entertained. In the event of deficit, no refund request would be entertained.

**Signature**

**For Office Use only/=**

1. The above information is correct and we have rigorously checked all the dates including the deposit date and the deposit amount. Since the deposits exceed the expenditure, therefore, the candidate may be refunded an amount of Rs \_\_\_\_\_ as calculated by the committee.

**Signature of Mess Committee:**

S. No.	Name	Room No.	Signature
01.			
02.			
03.			
04.		<b>Mess Manager</b>	

Forwarded to the Warden for consideration of the refund request.

**Dealing Assistant**

May or May not be approved.

**Warden**

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Refunded an amount of Rs \_\_\_\_\_ under Transaction ID: \_\_\_\_\_

**Signature (Dealing Assistant)**