

GOVERNMENT ENGINEERING COLLEGE-PALANPUR

APPLICATION FORM for HOSTEL MESS-FEES REIMBURSEMENT

Date: _____

Respected Sir,

I _____ (name), _____ (Enrollment No.),
_____ (Mobile No.) currently a regular student of _____ (1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th)
Semester _____ (Civil/Mechanical/Electrical/Computer/Mining) Engineering Program and residing
in the _____ (boys/girls) hostel since _____.

I would like to claim reimbursement of hostel mess fees from _____ (date) to _____ (date)
for the total No. of _____ days due to the following reason (Note: eligible only for 3 or more number of days).

- (i) I was on internship as per GTU direction.
- (ii) I was on study/field/industrial visit/training.
- (iii) I was on official break/vacation as per GTU direction (between Semester end date & GTU End Semester Exam star date).
- (iv) I was on official break/vacation as per GTU direction (between GTU End Semester Exam end date to new Semester start date).
- (v) I had participated in the co-curricular/extra-curricular activity to represent the institute.
- (vi) Other:

The information provided as above is correct to the best of my knowledge. I have attached the necessary supporting documents.

Yours Faithfully

Signature: _____

Enclosures:

- (i) Latest payment receipt of hostel accommodation
- (ii) All supporting documents as required and demanded for any of the above case by authority

Remarks of Class Coordinator (CCM)/HOD:

Recommended/Not-recommended

I have verified the academic/non-academic details of student.

Sign of Class Coordinator (CCM)/HOD: _____

Remarks of Hostel Warden:

Recommended/Not-recommended

I have verified the hostel administrative details of student.

Sign of Warden: _____

Remarks of Hostel Rector:

Allowed/Not-allowed

Reimburse the hostel mess fees after deducting the respective month mess expenses.

Sign of Rector: _____

Remarks of Hostel Food Committee:

- (A) Mess fees of respective month was (on per day basis): _____ (in INR)
(B) Mess expenses of respective month was (on per day basis): _____ (in INR)
(C) Eligible amount of Mess Fees for reimbursement (on per day basis): _____ (in INR)
(D) No. of days for which Mess fees reimbursement is claimed: _____ days
(E) Total amount eligible for reimbursement [(C) X (D)]: _____ (in INR)

Signature of Food Committee Member: _____

Name of Food Committee Member: _____

ACKNOWLEDGEMENT by HOSTEL FOOD COMMITTEE

This is to acknowledge that I, _____ (Name of Food Committee member), given an amount of INR _____ (amount in figure) INR _____ (amount in words) from the hostel mess fund to the applicant on _____ (date) towards the reimbursement of his/her hostel mess fees in respect of his/her application submitted earlier on _____ (date) and approved by the concerned authority. Further, I have also updated the mess fund account details accordingly.

Signature of Food Committee Member: _____

Name of Food Committee Member: _____

ACKNOWLEDGEMENT by APPLICANT

This is to acknowledge that I, _____ (Name of Applicant), a student of _____ Engineering Program, _____ (Enrollment No.), have received an amount of INR _____ (amount in figure) INR _____ (amount in words) from the Hostel Food Committee on _____ (date) towards the reimbursement of my hostel mess fees in respect of my application for the mess fees reimbursement submitted earlier on _____ (date) and approved by the concerned authority.

Signature of Applicant: _____

Name of Applicant: _____