



## MESCOLLEGE MARAMPALLY LADIES HOSTEL

### REQUEST FOR MES FEE DEDUCTION

NAME..... ROOM NO.....

CLASS..... DEPARTMENT.....

DATE OF LEAVING THE HOSTEL.....(dd/mm/yyyy)

DATE OF RETURNING THE HOSTEL.....(dd/mm/yyyy)

DATES OF MES DEDUCTION FROM.....(dd/mm/yyyy)

TO.....(dd/mm/yyyy)

REASON FOR LEAVING THE HOSTEL.....

SIGNATURE OF THE STUDENT ..... DATE.....

SIGNATURE OF HOSTEL WARDEN.....

SIGNATURE OF PRINCIPAL/DIRECTOR.....

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#### For office use

No. Of .Days x Deduction/day..... Total deduction.....

Amount to pay.....Signature of clerk.....

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#### Rules for deduction

- Request should submit at least one day before leaving the hostel. Late applications will not be considered.
- No deduction will be allowed for staying the hostel without mess.
- Deduction will be considered month wise only. Deductions of the dates of two months will not be clubbed.
- In a month there will be no deduction upto 5 days, half of per day charge will be deducted for 6 to 10 continues days. Full deduction will be allowed for more than 10 continues days in a month.
- If any inmates found staying the hostel and availing mess deduction a fine of Rs 250/day will be collected.