

NOTICE

Date: 07/09/2021

Batch 2018-2021 Students are hereby informed that Caution Money and Additional Caution Money (hostel) form for refund need to be submitted to the Institute in Hard copy along with the necessary documents as mentioned in the application form.

It is also informed hostilities who have not completed their hostel clearance formalities, need to submit the hostel clearance form as well.

Both the applications are enclosed herewith for reference.

W. J. Naedkar

PRINCIPAL

प्रधानाचार्य/सचिव

Principal/Secretary

होटल प्रबन्ध कॅटरिंग टेकनालॉजी

Institute of Hotel Management Catering Technology

एवं अनुप्रयुक्त पोषाहार संस्थान

& Applied Nutrition

वीर सावरकर मार्ग, दादर, मुंबई-400 028.

Veer Savarkar Marg, Dadar, Mumbai-400 028

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION

VEER SAWARKAR MARG, DADAR (WEST), MUMBAI-400 028

Tel no. 022 24457241/42 Email. info@ihmctan.edu

DATE: _____

Application form for refund of Caution Money Deposit/Additional Caution money Deposit (Hostel)

Name :	
Address for Correspondence:	
Mobile No :	Email ID :
Course:	
Academic Year:	

Bank Account Details:

Beneficiary Name	
Bank Account no	
Bank Name	
IFSC Code	

INSTRUCTIONS TO CLAIM REFUND OF DEPOSITS

1. The original library card has to be submitted for refund of caution money deposit along with the application form.
2. The original fee receipt and library card has to be submitted for refund of additional caution money deposit (hostel) along with the application form.
3. An undertaking should be given in case the fee receipt or library card has been misplaced.
4. **Payment will be released by NEFT/RTGS Only.**

Signature of Student: _____

FOR OFFICE USE ONLY

Deposit	CMR NO	Sr No	Receipt No.	Dated	Amount
CMD					
ACMD (HOSTEL)					
				TOTAL	

Lending Library No Dues: _____

Prepared by: _____

Checked by: _____

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION
VEER SAVARKAR MARG, DADAR WEST, MUMBAI – 400028**

HOSTEL CLEARANCE FORM

(All hostelites are required to get this form duly signed well in advance, from the respective departments, prior to leaving hostel)

Note: All Hostelites are required to vacate the hostel on the last day of their exam.

I, Mr. / Ms.....of Room No..... 1 / 2 / 3rd year B.Sc. H&HA is proceeding on vacation on....., please let me know if there is any amount owing to the Institute from me on account of non payment of fees, fines or any other recoveries in respect of any breakage/loss/damage caused by me.

(Signature of the Student)

Department

Signature of staff in charge

- | | |
|-----------------------------------|-------|
| 1) Library (Lending) | |
| 2) Accounts | |
| 3) Office Superintendent | |
| 4) Library (Hostel) Girls | |
| Boys | |
| 5) Hostel Warden / Superintendent | |

The Security on Duty,

Kindly allow Mr/Ms..... to leave the

premises of the institute with his/her luggage. No. of suitcases/bags

Left Hostel on

Time

Signature of Student

Name and Signature of Security on duty

(The security to collect and submit this form to Hostel Superintendent for filing in their respective personal files.)