

## **Tagore Hall of Residence (Hall-3)**

### **NIT Durgapur**

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#### **Notice**

As per the new allotment list (2017-18) of students for Hall-3, it is hereby notified that

i) Each student of the above list will be treated as a new entrant to Hall 3 even if he was a boarder of this Hall during the last session (2016-17).

ii) Shifting of students to and from Hall 3 must be done on 13.07.2017 during 10 a.m.-12 noon and 4 p.m.-6 p.m.

iii) Mess of Hall 3 will start catering to the students as per the new allotment only from 14.07.2016 (Breakfast) onwards. However to avoid confusion among students, it will provide meals only to its boarders of 2016-17 session till 13.07.2017 (dinner). The mess bills of outgoing and incoming students for this interim period will be adjusted in the Mess bill of their newly allotted hostels for July 2017 .

In addition to the above, the students are directed to go through the following instructions carefully:

#### **For New Entrants**

The new entrants to Hall 3 should bring the following documents to Hall Office as per the given schedule:

1. Filled in personal data form as annexed below
2. Seven recent colour photographs (IT size)
3. Mess clearance from the previous hostel/for previous session (2016-17)
4. Receipt of original caution money deposit of Rs 3000/- only; the blank forms are available in the Hall office
5. Filled in bank details as per the format attached

Schedule:

Allotted Room No.	Date	Time
Room 101-124	10.07.2017	5PM-7PM
Room 201-230	11.07.2017	5PM-7PM
Room 301-330	12.07.2017	5PM-7PM

**For Outgoing Students**

The outgoing students (including those who are re-allotted to Hall 3) must

i) Collect the "No dues" certificate for 2016-17 after clearing all dues of Hall-3 as per the following schedule. For this purpose, each should bring the filled in "No dues certificate" as per the attached format

Room No.	Date	Time
Room 101-124 and Room 201-215	11.07.2017	10 AM-12 noon
Room 216-230 and Room 301-330	12.07.2017	10 AM-12 noon

ii) Each student should submit details of his bank account as per the attached format for refund of caution deposit/any other dues

**Mess of Hall-3 will start functioning from 09.07.2017 with Dinner**

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### *Personal Data Form* (To be filled by the student)

Paste recent  
Photograph

Sl No	Items	Details
1	Name	
2	Roll No	
3	Contact Number	
4	E. Mail ID	
5	Blood Group	
6	Room Allotted	
7	Parents' Name	Father: Mother:
8	Parents' Contact Number	
9	Home Address	
10	Previous Hostel	Hall No: Room No:

Signature of the Student

For Office Use  
(To be filled up by the Mess Manager)

Sl No	Items	
1	Date of Admission	
2	Room Allotted	

Signature of the Sr. Assistant/Warden (with date)

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### ***Hall Clearance Certificate for Outgoing Students (2016-17)***

*Date:*

**This is to certify that the following student has no dues in Hall -3 for 2016-2017 session.**

<b>Items</b>	<b>Details</b>
<b>Name</b>	
<b>Roll No</b>	
<b>Room No</b>	

**Signature of the Sr. Assistant/Warden (with date)**

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### *Bank Details of Outgoing Students*

Items	Details
Name	
Roll No	
Room No	
Bank A/C No	
Bank Name and Branch	
Branch Code	
MICR Code	
IFSC Code	

Signature of the Student