



**HoME — Hostel and Mess Establishment**  
INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI  
भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517619

**APPLICATION FOR PERMISSION TO BE A DAY SCHOLAR AND GRANT OF HRA**

Name:	Roll No.:	Hostel Block: Room No:	*Tick whichever applicable 1) Day Scholar or 2) Day Scholar with HRA
Department:	Programme:	Email ID: Alternate Email ID:	
Reason for staying out of campus:			
Date of permission:	From:	To:	(If applicable)
Address where the student wishes to stay:		Personal Bank Account details :	
		Name: Account Number: Bank Name: IFSC:	
Address and contact details of the Parents:			
<i>I undertake that the above information furnished by me is correct and I shall abide by all guidelines pertaining to the sanction of HRA. My spouse (applicable to the married scholars) is not claiming any HRA/ has not been provided any official accommodation in Tirupati. If there is any change in the above mentioned circumstances I will immediately intimate to the Institute. I have paid all the Mess charges and attached 1) No dues FORM 2) Supervisor Recommendation letter for HRA (if applicable) 3) Marriage Certificate 4) Rental Agreement copy.</i>			
Date:	Signature of the Student		
The student submitted the NO DUES from the Hostel and cleared all the mess dues.		<u>Remarks by the CCW</u>	
Date:	Signature of the HoME	Date:	
<u>Remarks by the Approving Authority</u>			
Only Day Scholar Recommended/ Day Scholar Recommended with HRA / Both Day Scholar and HRA not recommended			
Date:	Dean of Student Affairs		

**\*Note:- Approved Copies to be sent to 1) HoME and 2) Academics Section**

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**NO DUES CERTIFICATE**

**Checklist at the time of vacating the hostel room**  
*(to be verified by the room residents and Asst. Warden)*

Roll No:                      Name of the student:                      Hostel block:      Hostel Room No.:

S. No.	Item	Quantity	Working condition (Y/N)	Remarks
1	Almirah			
2	1 Study table and 1 chair			
3	Cot			
<b>COMMON ITEMS</b>				
4	Fan and remote			
5	Tube Lights/light bulbs			
6	Doors			
7	Windows			
8	Locks/keys			
9	Drying Stand			
10	Switch boards			

It is to certify that I have collected all my belongings from the Hostel room and the working condition of all the furniture and materials provided by the institute as mentioned above are correct to the best of my knowledge.

Date:

Signature of the student

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**For Office use**

Details of damage/loss of hostel property:

Asst. Warden

Hostel Warden

HoME Administrator

**COUNTER SIGNED BY THE CCW**