



**PONDICHERRY UNIVERSITY**  
**UNIVERSITY HOSTEL OFFICE**

Attachment-2

**APPLICATION FOR FINAL NO DUES CERTIFICATE / REFUND OF CAUTION**  
**DEPOSIT & MESS BALANCE (IF ANY)**

**Date:**

1. Name of the Hostel Resident :
2. Registration No. :
3. Course of Study :
4. Hostel Name : Room No.
5. Caution Deposit Challan No. : (Original Individual Copy Enclosed)  
(PU Branch only) (Compulsory)
6. Purpose : 

<b>Course to be Completed</b>	<b>Course to be Discontinued</b>	<b>Hostel to be Vacated</b>	<b>Any other Reason</b>
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7. Mobile No. / Landline : Local STD
8. Address :  
  
State Pin Code
9. Date of Vacation of the Hostel :
10. Mode of Journey : **By Bus / By Train / By Air/ Any other mode**

Mess closed on (date)  
(Signature & with seal)

Signature of the Resident

Signature of the Supervisor  
(Applicable for Ph.D. Scholars)

Signature of the HOD  
(With seal)  
(Or)  
Forwarded by their Email ID

**For Office use only**

**RECOMMENDED FOR ISSUE OF FINAL NO DUES**  
**CERTIFICATE VACATED ON \_\_\_\_\_**

**APPROVAL SENT**

**ON ...../...../20.....**

**ASSISTANT**

**SO/AR/DR/CW**