



## Application Form for Mess Secretary

For the Month of \_\_\_\_\_, 20\_\_\_\_\_

**INSTRUCTIONS:** If one of the applicants is found to be not eligible during scrutiny, the complete application shall be summarily rejected. Therefore, both the **applicants must ensure their eligibility** before applying for Mess Secretaries.

<b>Mess Secretary I (Cheque facility*)</b>	<b>Mess Secretary II</b>
Name:	Name:
**Registration No.:	**Registration No.:
Programme & Subject:	Programme & Subject:
School:	School:
Department/Centre	Department/Centre
Name of Hostel:	Name of Hostel:
Room No.:                      Mess Card No.:	Room No.:                      Mess Card No.:
Mobile No.:	Mobile No.:
e-Mail ID:	e-Mail ID:
Supervisor's Name: Applicable for Ph.D./M.Phil. Scholar	Supervisor's Name: Applicable for Ph.D./M.Phil. Scholar
<p><b>Declaration:</b> We are applying for the selection of Mess Secretaries for the month of _____, 20_____ voluntarily with joint responsibility to run the Mess _____ for the specified period. We will abide by the rules and regulations of hostels to run the Mess, if selected. This application is originally signed by us and the details mentioned by us are true to the best of our knowledge. Anything false or forgery found at any point of the time or noncompliance to rules and regulations shall make us liable for disciplinary and legal actions as per the extant rules.</p>	
<b>Signature with date:</b>	<b>Signature with date:</b>
<b>FOR OFFICE USE ONLY</b>	
Semester Registration:    Present   Absent	Semester Registration:    Present   Absent
Outstanding Mess Dues: Nil   Rs.	Outstanding Mess Dues: Nil   Rs.
Eligible   Not eligible	Eligible   Not eligible
Other observation:	Other observation:

Verified by \_\_\_\_\_ (Signature of the **Dealing Assistant** with date)

Scrutinized by \_\_\_\_\_ (Signature of the **Mess Supervisor** with date)

**Warden**  
Official Seal

\*Cheques, if any, shall ordinarily be issued in favour of the Mess Secretary I, if eligible. In case of any extraordinary situation or exigency, such facility shall be transferred to the eligible Mess Secretary II, subject to the decision of the Warden/DyCW/CW.

\*\*Copy of the Semester Registration Card is mandatory.