

To

The Hostel Superintendent

MBBS Hostel for Girls'/Boys'

Jhargram Government Medical College & Hospital

Vidyasagarpally, Jhargram

Pin 721507

[Subject :- Self declaration of hostel clearance ]

Madam/ Sir,

Most respectfully, I, \_\_\_\_\_, MBBS Student of batch \_\_\_\_\_ / Senior Resident/Junior Resident of Department of \_\_\_\_\_, would like to inform that, I had been allotted a place in MBBS Girls'/Boys Hostel of this Institution, room number \_\_\_\_ Dated \_\_\_\_\_, for which I require a Hostel Clearance Certificate for my release from this Institution. I declare that :

1. I have not done any damage to any property of MBBS Girls' Hostel
2. No furniture/appliances (provided by hostel authority for my use has been displaced by me.
3. I have removed all of my personal belongings from my allotted place.
4. I have kept the furniture unlocked and put the all the keys of the almirah/cupboards provided by hostel authority for my usage inside the same furniture so that it remains usable by the next person to whom this place will be allotted after me .
5. I have returned the keys of my room to the hostel authority.
6. If any of the above is found unfulfilled, the responsibility is mine to rectify those prior my release from this institution, failing which the authority may take disciplinary actions against myself.

So, therefore I request you to provide the Hostel Clearance Certificate.

Thanking you,

Yours sincerely,

Signature :

Name:

Designation & Department :

Batch (If MBBS Student)

Allotted room No :

MBBS Hostel : Girls/Boys