

**DECLARATION
&
UNDERTAKING**

Date:

To,
The Supretendent/Warden
Maa Nanibai Chhatraniwas
Plot No. 152, Street No. 118
Area 1B New Town, PS Rajarhat
Kolkata –700 156

Dear Sir/Madam,

I, the undersigned hereby declare that the rules and regulations of the Hostel have been read by me and I have gone through the same and understood the contents. I further state that I am given to understand in clear terms that violation of rules and regulations of the Hostel and false information furnished by me, if any, will make me liable to leave the Hostel within 24 Hours. It is also made clear to me that overstay during the period of leave without making advance payment and intimation to Hostel authorities will empower the Hostel authorities to remove my belongings from my room and keep the same in safe custody for a period not exceeding one calendar month, for which I have to pay necessary charges. On expiry of one month, the Hostel authorities will not take any responsibility about my belongings.

The above mentioned conditions are acceptable to me and I shall abide by the rules and regulations of the Hostel.

Declared and signed by

(Signature of the Applicant)

(Signature of Local Guardian)

(Name of the Applicant)

In the presence of _____
(Signature of the Official)

(Name)

LETTER FROM LOCAL GUARDIAN

Date:

From: _____

Residence: _____

Tel. No. : _____

Office : _____

Tel. No. : _____

To,
The Supretendent/Warden
Maa Nanibai Chhatraniwas
Plot No. 152, Street No. 118
Area 1B New Town, PS Rajarhat
Kolkata –700 156

Dear Sir/Madam,

Miss/Mrs : _____

Who is working with or studying in: _____

is my _____

(State relationship)

She is in need of residential accommodation in your hostel. I am her local guardian and you may contact me in case of any emergency. I confirm that the permanent address of Miss/Mrs. _____

is as under : _____

Thanking you,
Yours faithfully

Signature of local guardian

Signature of the Official

MAA NANIBAI CHHATRANIWAS
(A Unit of Sri Basudeo Ramsisaria Charitable Trust)
APPLICATION FOR ADMISSION IN THE HOSTEL



1. Name Miss/Mrs. _____
Whether belong to Schedule Caste or
Schedule tribe, Please Specify _____
2. Age _____
3. Educational Qualification _____
4. Single/Married/Widow/Deserted/Divorced _____
5. If married, number of children _____
6. Permanent Address _____

7. State from which you come or to which you
belong _____
8. Place of Work or address of the Institution with
full Name and Postal address and designation

9. Telephone No. of the Place of Work _____
10. Name of Father/Husband and his profession and
full residential address with Tel No.

11. Name of local Guardian, with his/per profession
and full residential address and Tel No.

12. Normal Duty hours at the place of work (N. B. if rotating hours of duty of night duty is in existence , a certificate to that effect giving the duty hours)

13. Any other information not covered by the above queries, but which the applicant feels to be essential in her own interest

14. Whether doing any further studies

15. I will avail of the mess facilities provided in the Hostel

16. In case of emergency please inform my Mr./Mrs./Miss Address

Father/Mother

Tel. No. (Place, STD Code and Telephone No.)

I undertake to abide by all the rules of the Hostel and in the event of the hostel Superintendent or Warden wanting me to vacate my room in the hostel, I will do so without any protest immediately.

(Signature of Local Guardian)

(Signature of the Applicant)

Date: _____

Enclosures:

1. Medical Fitness Certificate
2. Zerox of Address and ID Proof (Self Attested) [Aadhar Card or Voter ID Card etc.]
3. Registration details of the current course being pursued or Appointment Letter, as applicable
4. Declaration from Local Guardian in Kolkata putting sign in presence of hostel superintendent/Warden
5. Passport Size photos (3 copies)