



**Dr. L. J. Singh**

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No. F. 30-19/ DSW/ 2017-3670

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### NOTIFICATION

The following students P.G. (Male) are allotted seat in hostels No. 19 – Rengira Halls of residence with immediate effect and up to **31<sup>st</sup> July, 2018**.

Students are directed to strictly follow the procedure mentioned below to avail the hostel facility:

1. All students allotted to a particular hostel shall report to the Warden of the hostel during working hours along with her/his fee receipt, student's i-card, etc. to declare her/his intent to accept the allotment.
2. The student shall sign a declaration to adhere to rules and regulations pertaining to hostel stay and hand-over the same to the warden along with other required document(s). The rules for hostel stay shall be displayed on the hostel notice board by the warden.
3. The warden shall allot rooms to allottees as per norms and display the list on hostel notice board. The warden shall also give a date for the student to move into the hostel. **It is to be noted that immediate occupation may not be always possible as some rooms might not have been vacated by the previous occupant(s) yet or might require minor repair etc. It may take up to 10 working days before the warden permits occupation of the room to an allottee.**
4. **The allotted students should pay their hostel fees by the prescribed date and contact the concerned warden to indicate their willingness to occupy the seat allotted to them**
5. **Locking/over-locking of a room or sub-letting by any allottee is not permitted by rules.** Any such act shall be viewed seriously and shall be dealt with as per rules, which includes cancellation of the allotment

SL NO	NAME	DEPARTMENT	CATEGORY
1	DHIRAJ KUMAR	BME	GEN

The above students are to pay all hostel fees up to **July 2018** in advance and occupy the room latest by **3<sup>rd</sup> Nov, 2017**, failing which they'll forfeit the seat.

(L. J. Singh)

Copy for favour of information and n/a to:

1. Finance Officer, NEHU, Shillong.
2. Cash Section (Finance) NEHU, Shillong.
3. Proctor (Campus), NEHU, Shillong.
4. Head, Concerned Department NEHU, Shillong.
5. Warden, Hostel # 19 , NEHU, Shillong.

(L. J. Singh)