Appendix 1Hostel accommodation application format

|  |  |
| --- | --- |
| **F:\KARU\PERS\Sacon_Logos\Sacon_logo.JPG** | **Sálim Ali Centre for Ornithology and Natural History****Anaikatty, Coimbatore -641108** |
| **Application For Hostel Accommodation** | Affix yourPassport SizePhoto |
| 1. Full Name | : |
| 2. Aadhaar No | : |
| 3.Date of Birth | :.  | 4. Sex: |  | Male  |  | Female  |
| 5. Mobile No. | : | 6. Email id : |
| 7. Category  |  | SACON Student |  | Other Institution(specify) ……………………………… |
| 8. Designation | : RA/ SRF/ JRF/ TA/ Intern/ Others (specify) …………………………………………… |
| 9. Permanent address with pin code : | 10. Address for Communication with pin code: |
| 11. Name of the Parent/ Local Guardian & Contact Number (s): | : |
| 11. Name of the PI/ Supervisor/ Recommending faculty at SACON | : |
| 12. Name of the Project/Programme\* | : |
| \* If working in SACON’s Projects/Programmes please attach copy of your appointment/ engagement letter |
| 13. Proposed Duration of stay- dates | From:  | To : |
| 14. Purpose of Stay | : |
| I hereby declare that the information furnished above is true to the best of my knowledge and solemnly undertake that, I shall abide by the rules and regulations of SACON during my stay at Hostel and clear all the dues if any, before vacating the rooms. |
|  Date: …………… | Signature of Applicant |
| 15. Recommendation/ Remarks by PI/Supervisor/ Faculty in-charge: Date: …………… | Signature of PI/ Supervisor |
| 16. Remarks by Hostel Warden/Asst. Warden:□ Approved □ Not Approved |
| Date: | …………… | Signature of Hostel warden |
| □ Forwarded to the Finance Officer and requested to receive Advance rent/Caution money payment □ To Administrative Officer for information & necessary actions |
| **For Office Use** |
| Rent/ Advance payment | Rs……………………… | Receipt No: ……………………… |
| Caution Deposit paid | Rs……………………… | Receipt No: ……………………… |
|  |  | Signature of Finance Officer |

Appendix 2 Payment Slip format

|  |  |
| --- | --- |
| **Description: F:\KARU\PERS\Sacon_Logos\Sacon_logo.JPG** | **Sálim Ali Centre for Ornithology and Natural History****Anaikatty, Coimbatore -641108** |
| **Payment Slip (Hostel)** |
| Name | : |
| Designation | : |
| Project | : |
| Email Id | : |
| Phone No (Mob) | : |
| Duration of Stay  | From | : | To | : |
| No. of days | : |
| Rent per day | : |
| Total Rent  | : |
| Caution Deposit  | : |
| Any other Payment( towards Damages etc.)Specify. ………………………………………..…….. | : |
| Date: …………… | Signature of Hostel warden |
| Received payment of Rs……………..………………vide Receipt No:……………………………………. |  |
| Date: …………… | Signature of Finance Officer |

Appendix 3 Suggestions format

**Sálim Ali Centre for Ornithology and Natural History**

**Anaikatty, Coimbatore -641108**

**Suggestion Form**

Name of SACONHosteller: ……………

Contact No: ………………………………

Room No:…………………...……………

Problem Identified:

Suggestion/ Solution if any:

Sincerely,

Date: Signature ofHosteller

Appendix 4 Grievance letter format

**Sálim Ali Centre for Ornithology and Natural History**

**Anaikatty, Coimbatore -641108**

Grievance Letter

From

Name of SACON Hosteller: …………………………

Hostel Room No:…………………...…………………

Contact No: ……………………………………………

To

The Hostel Warden

Sálim Ali Centre for Ornithology and Natural History, Anaikatty, Coimbatore.

Subject:……………………………………………

Dear Sir/Madam

This is to bring to your noticethat ……………………………………………….………………………………………………………………………………….……….……

Kindly look into the matter.

Sincerely,

Date: Signature of Hosteller