



**Sálim Ali Centre for Ornithology and Natural History
Anaikatty, Coimbatore -641108**

APPLICATION FOR HOSTEL ACCOMMODATION

Affix your
Passport Size
Photo

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



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

Name of SACONHosteller:

Contact No:

Room No:.....

Problem Identified:

Suggestion/ Solution if any:

Sincerely,



Date:

Signature of Hosteller

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 notice that

.....
.....

Kindly look into the matter.

Sincerely,

Date:

Signature of Hosteller
