** CeNSE sitting place (cubicle) request form**

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| Name of the Student |  |
| Registered Degree |  |
| Mobile No.  |  |
| e-mail  |  |
| Biometric No |  |
| Supervisor(s)  |  |

I hereby agree to the following terms and conditions:

1. I shall pay a sum of Rs.500/- (Rupees five hundred only) towards caution deposit.
2. I shall forfeit the Caution deposit if I fail to return the keys/violate any rule(s).
3. I shall pay any additional repair/replacement charges, in addition to the Caution deposit if any damages caused by me to the cubile/chair/credenza exceeds Rs.500/-
4. I shall not move/use any other cubicle other than the one allotted to me by CeNSE Office.
5. In case there is any serious problem I shall bring it to the notice of CeNSE office.
6. Request for change in sitting place is done based on a request letter and recommendation of the Chairman, CeNSE.

Date: Signature of Candidate

Recommended/no recommended

Supervisor(s) Signature

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Office use only:

1. Allotted cubile No. Room No.
2. Collected Rs.500/- (Rupees five hundred only) Caution deposit in cash.
3. Issued Credenza/Locker Key No.

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Acknowledgement of the student with Date & sign:

1. Received Credenza/drawer/storage keys :

1. Handed over the keys & collected the Caution Deposit of Rs.500/-