

**This form must be supported by a copy of leave approval, approved by HoD/Warden**

LEAVE APPLICATION FOR HOSTELLERS, NIT MEGHALAYA **Mess copy**

1. Student Name			Roll No.	
2. Period of Leave	<b>Departure date and time</b>		<b>Arrival date and time</b>	
Mess rebate applicable	YES	NO	Contact Phone No.:	

(Note: a copy must reach to the concerned caterers involved for Lunch and Hostel. Incomplete form may be rejected.)

Student Signature with date                      CARETAKER Signature with Date& Stamp .....

LEAVE APPLICATION FOR HOSTELLERS, NIT MEGHALAYA **Lunch provider copy**

1. Student Name			Roll No.	
2. Period of Leave	<b>Departure date and time</b>		<b>Arrival date and time</b>	
Mess rebate applicable	YES	NO	Contact Phone No.:	

(Note: a copy must reach to the concerned caterers involved for Lunch and Hostel. Incomplete form may be rejected.)

Student Signature with date                      CARETAKER Signature with Date& Stamp .....

LEAVE APPLICATION FOR HOSTELLERS, NIT MEGHALAYA **Caretaker copy**

1. Student Name			Roll No.	
2. Address on leave				
3. Period of Leave	<b>Departure date and time</b>		<b>Arrival date and time</b>	
Mess rebate applicable	YES	NO	Contact Phone No.:	

(Note: a copy must reach to the concerned caterers involved for Lunch and Hostel. Incomplete form may be rejected)

Student Signature with date                      CARETAKER Signature with Date& Stamp .....

LEAVE APPLICATION FOR HOSTELLERS, NIT MEGHALAYA **Student copy\***

1. Student Name			Roll No.	
2. Period of Leave	<b>Departure date and time</b>		<b>Arrival date and time</b>	
Mess rebate applicable	YES	NO	Contact Phone No.:	

(Note: a copy must reach to the concerned caterers involved for Lunch and Hostel. Incomplete form may be rejected.)

**Application  
Received  
By:**

CARETAKER Sign with date	Campus Mess, Sign with date & Stamp	Hostel Mess, Sign with date & Stamp

\*A photocopy of the "Student copy" should be submitted to the Institute (Mr. Khlainbor Nongkhlaw, Dept. office, Admin Building) immediately.