

## HOSTEL LEAVE APPLICATION FORM

To

Principal

Radhakrishna Institute of Technology and Engineering

Khurda, Odisha

Sub: Application for Leave from Hostel

Respected Sir,

I am \_\_\_\_\_, a student of \_\_\_\_\_ year B.Tech/ MBA/ MCA. I would like to request leave from the hostel on dt. \_\_\_\_\_ due to \_\_\_\_\_ with the knowledge of my parents.

I have returned the hostel belongings to Hostel Warden.

Yours sincerely,

Name:

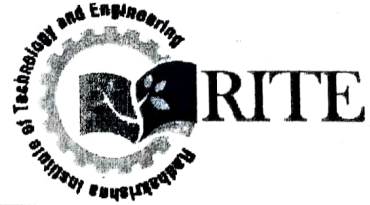
Regd. No.

Branch:

**Reply from Parents: (By SAS Advisor)**

Hostel Superintendent

SAS ADVISOR



**TEMPORARY HOSTEL LEAVE REQUEST FORM**

NAME..... BRANCH.....

REGISTRATION NO..... SEMESTER.....

Request for.....days leave period/ duration from .....to ..... Purpose/  
Reason .....

**Leave Address :- (Resident)**

**If other than Resident**

S/O At- Po- Dist- Mobile(Self): Mobile(Parents):	S/O At- Po- Dist- Mobile(Self): Mobile(Parents):
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I do here by declare that above mentioned information is correct.

**Full Signature of the Student**

**Remarks by Hostel Superintendent / Warden after conversation with Parents / Local Guardian:**

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.....  
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**Signature Hostel Superintendent / Warden**

<p style="text-align: center;"><b><u>Remarks by Advisor</u></b></p>          <p style="text-align: center;"><b>Advisor Signature and Date</b></p>
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**Granted/ Not Granted**

**Principal**