

Application of Mess off cum Hostel leave for all Hostellers
(Applicable only for minimum 5 days and 10 days maximum)

Date: _____

To

The Director-cum-Principal,
Government Hydro Engineering College,
Bandla, Distt. Bilaspur

Subject: Regarding Mess off cum Hostel leave

Respected Sir / Madam,

I will be out of station and will not avail Mess facility during the period mentioned below.

Reason: _____

Date of leaving the hostel : _____ Date of arrival in hostel: _____

I request to kindly grant me mess off ____ days and hostel leave during above mentioned period.

Thanking you.

Yours Faithfully,

Sign: _____

Name: _____

University No.: _____

Hostel: _____ Room No. _____

Mess Contractor

Allowed/Not Allowed

Warden
(Boys/Girls Hostel)

FOR OFFICIAL USE

Total No. of days for mess off: _____

Mess off sanction for _____ days.

Sanctioned / Not Sanctioned

Director-cum-Principal

Note : -Application shall be submitted at least 1 days in advance.

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Intimation to Mess contractor

To,

The Mess Contractor,

Mess off for _____ days (from _____ to _____) is hereby granted to
Mr/Ms. _____ having roll no. _____ and resident of
Hostel _____ / Room No. _____

Director-cum-Principal
GHEC, Bandla