

For PG / Ph.D Students Only

Date: _____

To,
The Warden,
Hostel Block _____
VNIT, Nagpur

Subject: Regarding Mess off

Respected Sir / Madam,

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

Reason (*official reason only*): _____

Date of leaving the hostel : _____

Date of arrival in hostel : _____

I request to kindly grant me mess off as per rules.

Thanking you.

Yours Faithfully

Sign: _____

Name: _____

ID No. : _____

Enrolment No.: _____

HB. No. _____ Room No. _____

Encl :

Copy of Sanctioned of Leave from HoD

Through: Faculty Advisor / Project Guide

FOR OFFICIAL USE

Total No. of days Absent: _____

Mess off sanction for _____ days.

Sanctioned / Not Sanctioned

Warden: _____

Note :

- Application shall be submitted **seven** days in advance.
- Letter issued by the Institute / Department shall be attached with this application.
- **The student must sign the Entry / Exit register at the gate of hostel at the time of departure and arrival in hostel, else mess-off will not be considered.**

Intimation to Mess contractor

Mess off for _____ days (from _____ to _____) is hereby granted to Mr. _____

_____ (ID No. _____ Enrolment No.: _____) resident of HB / Room No.

Warden

To,
The Mess Contractor, HB _____