

Application of Mess off for all Hostellers in NIT Mizoram

(Applicable only for leave with more than 10 days)

Date: _____

To

The Warden,
Hostel _____
NIT Mizoram

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: _____

Enrolment No.: _____

Hostel: _____ Room No. _____

Through:

Faculty Advisor

Department of _____

RECOMMENDATION FROM INSTITUTE MEDICAL DOCTOR

(in case of Medical leave only)

Total No. of days for Medical Leave.....

Recommended/ Not Recommended

Medical Doctor: _____

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 Hostel _____ / Room No. _____

Warden

To,

The Mess Contractor, BH _____