



Institute of Infrastructure, Technology, Research and Management, Ahmedabad

-----Hostel

Application for seeking Mess Rebate

Part 1: Applicants Details

1. Name of the resident :-			
2. Enrolment No.:-			
3. Department:-			
4. Hostel Room No.:-			
5. Rebate Period: - (Minimum 5 days)	Start Date	End Date	No. of Days
6. Application Date:	<i>(At least 5 days prior to leave start date)</i>		
7. Contact No.:-			
8. Reason of rebate:-			

(Signature of Resident)

Part 2: Approval of leave by specific Head of Department

This is to certify that Ms/Mr _____, Enrolment No. _____
has been granted/ Not granted leave for the period mentioned in Part 1.

**Head of Department
(Name and Signature)**

(Mess Copy)

1. Name of the resident :-			
2. Enrolment No.:-			
3. Department:-			
4. Hostel Room No.:-			
5. Rebate Period: - (Minimum 5 days)	Start Date	End Date	No. of Days
6. Contact No.:-			

(Hostel Caretaker)

(Hostel Warden/Warden In-charge)

(Mess Coordinator)