



सरदार स्वर्ण सिंह राष्ट्रीय जैव-ऊर्जा संस्थान
Sardar Swaran Singh National Institute of Bio-Energy

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
(An Autonomous Institute of Ministry of New and Renewable Energy, Government of India)

पूर्व में: 'सरदार स्वर्ण सिंह राष्ट्रीय अक्षय ऊर्जा संस्थान'/Formerly: 'Sardar Swaran Singh National Institute of Renewable Energy'
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सत्यमेव जयते

Hostel Leave Form

Name: _____

Degree Batch: _____ Semester: _____

Room No: _____ Roll No: _____

Dear Sir/Madam,

Kindly allow me to take leave from the hostel;

From: _____ to: _____ Total no. of days: _____

due to the reason _____

The details of my travel are provided. Place where I am going to: _____

Full address and contact number during leave: _____

Emergency contact person name, relation and contact number: _____

Undertaking: The above mentioned information is true to best of my knowledge and I shall be responsible for any wrong information. I will also adhere COVID-19 guidelines and institute rules.

Date: _____ Signature: _____

For Official Purpose

Sanctioned Dr./Mr _____

Designation: _____ Date: _____

Signature: _____

Remarks (if any):

For Mess Purpose

I am leaving on _____ (date) at _____ AM/PM and will be reporting back on _____ (date) at _____ AM/PM.

Kindly adjust the Mess charges of Lunch/Dinner during my hostel leave.

Name: _____ Date: _____ Signature: _____