



Mess-off / Mess rebate form

Name \_\_\_\_\_ Roll no \_\_\_\_\_

Hostel name & Block no. \_\_\_\_\_ Name of the mess \_\_\_\_\_

Mess-off date (from) \_\_\_\_\_ (to) \_\_\_\_\_ Total no. of days \_\_\_\_\_ (Min 4 continuous days)

Type of mess-off:  Personal  Medical  Official

Reason: \_\_\_\_\_

Note:

1. The student must submit duly filled form to the Hostel Caretaker at least one day before the start of the mess-off period; otherwise, it will not be applicable.
2. Mess-off due to medical or official reasons requires supporting documents duly recommended by the Faculty Advisor (FA)/ School Chairperson/ Medical Officer.
3. Mess-off will be applicable only for a continuous period of leave of at least 4 days, with a maximum of 15 days per semester.
4. Signature/verification of the Mess Manager and Hostel Caretaker is mandatory.
5. The mess-off will be applicable only after verification of the duly filled form by the Hostel Caretaker.
6. Students must attach a copy of their Institute ID card along with this form.

Signature of Student with date

Signature of Mess Manager with date

Remarks (if/any):

-----For hostel office use only-----

Type of leave:  Personal  Medical  Official

No of personal leaves taken this semester \_\_\_\_\_ days (Max 15 per semester).

Mess off approved from \_\_\_\_\_ to \_\_\_\_\_ Total no. of days \_\_\_\_\_  
(Minimum 4 continuous days required)

Supporting documents attached:  Yes  No

Verified by Hostel Caretaker with date \_\_\_\_\_

Remarks (if/any):

Signature of Hostel Warden/Asst. Warden