



Excelsior GIRLS / BOYS HOSTEL

LEAVE FORM

DATE :

FLOOR: _____ ROOM No: _____ ROLL No: _____ Biometric No: _____

NAME : _____ DEPARTMENT : _____
(Full Name as per ID Card in Block Letters)

COLLEGE : _____ YEAR : _____ I / II / III / IV

PERIOD OF LEAVE : From: _____ TIME: _____ To: _____ TIME: _____

REASON : _____ TOTAL No OF DAYS : _____

PARENTS No : _____ STUDENT No : _____

FULL ADDRESS : _____

STUDENT SIGNATURE : _____ TO CONSIDER / NOT TO CONSIDER

CLASS ADVISOR

HOD

DEPT SEAL

PRINCIPAL

WARDEN APPROVAL

APPROVED / NOT APPROVED

DEPUTY WARDEN

CHIEF WARDEN



Excelsior GIRLS / BOYS HOSTEL

LEAVE FORM COPY & OUTPASS

FLOOR: _____ ROOM NO: _____ ROLL NO: _____ DATE: _____

NAME : _____ DEPARTMENT : _____
(Full Name as per ID Card in Block Letters)

COLLEGE : _____ YEAR : _____ I / II / III / IV

PERIOD OF LEAVE : From: _____ TIME: _____ To: _____ TIME: _____

REASON : _____ TOTAL No OF DAYS : _____

OUT TIME :

IN TIME :

CLASS ADVISOR

HOD

DEPT SEAL

PRINCIPAL

STUDENTS SIGN

DEPUTY WARDEN

SECURITY SIGN
(WITH OUTTIME)

HOSTEL SEAL

SECURITY SIGN
(WITH INTIME)

Note:

- * The Mess bill will be reduced only with the Principal Approval and leave details entered in register at hostel office.
- * If there is overwriting in the leave form (date & days), it will not be accepted for mess bill reduction.
- * The Outpass form should be signed by security while going out & returning to the hostel.
- * For future clarifications always retain the leave form copy & outpass.