

LEAVE APPLICATION FORM

To,
The Superintendent / Warden

Date : _____

Mumbai

Sir/Madam

I Submit herewith required information for allowing me to proceed on leave as during the relevant period I Shall not be available at the hostel:

No	Description	Details
1	Name of the students	
2	UID Number & Room Number	
3	Date of Leaving hostel	
4	Probable date of coming back to the hostel	
5	Purpose of leave (Outstation Audit/Exam Leave Visit to Hometown/Others if Others, specify purpose)	
6	Place of stay during the course of leave (Name town, city, village only)	
7	Contact No. during Leaving Period	

I Confirm that I have kept my all belonging in the Almirah & Drawers/Cupboards provided to me duly locked. I assure you that I will mark attendance on returning back to the hostel in the Register maintained with the Security and also on this application form with the actual date and time of returning in the office, I also assure you that in case of delay of more than **1 (One) days** from the above mentioned probable date of returning back, I shall inform the office 3 day in advance through email at superintendent@rvgef.org; rvglkd@rvgef.org; vskgh@rvgef.org (as applicable) with Cc to rvgsupport@rvgef.org.

Yours sincerely,

Name of the student & signature

Superintendent/Warden

(Following portion to be filled after returning back from the leave only)

Actual Date of Returning Back	Signature of student	Signature of Superintendent /Warden

Caution –

- 1) The fine will be Levied even if a single procedure of Leave application is not done .
- 2) Any Students found doing Proxy entry of leave Pcedure will be imposed a fine of Rs.1,000/-