

# 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	
01	Name of the student		
02	UID Number & Room Number		
03	Date of leaving hostel		
04	Probable date of coming back to the hostel		
05	Purpose of leave (Outstation Audit/ Exam Leave/ Visit to Hometown/ Others. If others, specify purpose)		
06	Place of stay during the course of leave (Name town, city, village only)		
07	Contact No. during Leave 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 my 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 7 (Seven) days from the above mentioned probable date of returning back, I shall inform the office in advance through email at [admin@rvgef.org](mailto:admin@rvgef.org) / [lokhandwalagirls@gmail.com](mailto:lokhandwalagirls@gmail.com) / [vskhgoregaon@yahoo.in](mailto:vskhgoregaon@yahoo.in) (as applicable).

Yours sincerely,

**Name of the student and 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