MESS REBATE FORM (OFFICIAL LEAVE)	**MESS REBATE FORM (OFFICIAL LEAVE)**	**MESS REBATE FORM (OFFICIAL LEAVE)**
IIT ROPAR	**IIT ROPAR**	**IIT ROPAR**

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S.No.   **Mess Copy**

Name of Mess ……………………………………….

Student name……………………………………………..

Entry Number………………………………………………..

Course ……………………………………………………..

Hostel name …………………………………………….

Room No. …………………………………………………..

Reason of Leave ……………………………………………

Mess Rebate Date From ……………………………….

To …………………………………………………………….

Total Days of Rebate …………………………………….

Note

1. Rebate Form needs to be given 1-2 days in advance to the Manager of the Mess

2. Please keep a copy of Form signed by the Mess Manager for any discrepancy in future.

3. Please submit the Mess Card to the Mess Manager during the Rebate period and collect it after you come back.

4. in case of false information, the Student will be penalised without any further proceeding.

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S.No.   **Student Copy**

Name of Mess ……………………………………….

Student name………………………………………….....

Entry Number………………………………………………

Course …………………………………………………………

Hostel name ……………………………………………….

Room No. …………………………………………………..

Reason of Leave ……………………………………………

Mess Rebate Date From …………………………………

To …………………………………………………………………

Total Days of Rebate ……………………………………

Note

1. Rebate Form needs to be given 1-2 days in advance to the Manager of the Mess

2. Please keep a copy of Form signed by the Mess Manager for any discrepancy in future.

3. Please submit the Mess Card to the Mess Manager during the Rebate period and collect it after you come back.

4. in case of false information, the Student will be penalised without any further proceeding.

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S.No.   **Caretaker Copy**

Name of Mess ……………………………………………..

Student name…………………………………………………..

Entry Number……………………………………………………..

Course ……………………………………………………………..

Hostel name ……………………………………………………

Room No. ……………………………………………………….

Reason of Leave ……………………………………………….

Mess Rebate Date From ………………………………………

To ……………………………………………………………………

Total Days of Rebate ……………………………………….

Note

1. Rebate Form needs to be given 1-2 days in advance to the Manager of the Mess

2. Please keep a copy of Form signed by the Mess Manager for any discrepancy in future.

3. Please submit the Mess Card to the Mess Manager during the Rebate period and collect it after you come back.

4. in case of false information, the Student will be penalised without any further proceeding.

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Signatue & Seal of Mess Manager   **Signature of HOD/ Supervisor/ Competent Authority**   **Signature of Student with Date**

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Signatue & Seal of Mess Manager   **Signature of HOD/ Supervisor/ Competent Authority**   **Signature of Student with Date**

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Signatue & Seal of Mess Manager   **Signature of HOD/ Supervisor/ Competent Authority**   **Signature of Student with Date**

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