

MESSING OFF PERFORMA

1. Name: _____ 2. Hostel: _____
3. School: _____ 4. Room No: _____
5. Reason for Messing Off: _____

6. *Date of leaving: _____ 7. *Date of Rejoining: _____

*On both the days Messing will be charged.

- Note:** a. Request for less than 5 days and more than 15 days will not be entertained.
b. Students may put up the request minimum one day before proceeding on leave.
c. Mess charges for the off period will be adjusted in next month Mess Bill.

Applied By

Recommended By

Recorded by

Student's Signature

Manager (Hostel)

**Mess
Accountant**

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