

HOSTEL LEAVE APPLICATION AND NO DUES PERFORMA

To,
The Principal
New Government Polytechnic Patna-13

Sub- Regarding leaving request from hostel.

Sir,

For Office Use Only <u>Remaining balance for refund</u>
HOSTEL SECURITY.....
HOSTEL.....
MESS FEE.....

I am.....Roll no-.....Branch.....
Session..... Semester.....Allotted room no..... I will
want to leave the hostel from the date.....

Therefore, I request you to give me permission to leave the hostel. I have
attached No-dues Performa including in this application.

Thanks & Regards

Signature.....
Name.....
Mobile No.....

No Dues Performa

Name-.....Roll No-.....Semester.....
Branch-.....Session-.....Alloted room no.....

I have no dues in the following department which is signed by In-charge.

S.NO	Department	Status(dues/No dues)	Remark	In-charge Signature
1.	Hostel Fee			
2.	Mess Fee			
3.	Furniture			
4.	Electricity			
5.	Plumbing			
6.	Sport/Common Room			

Student signature



Hostel superintendent

Scan and fill the application form

NOTE- Attached current receipt of hostel fee, mess fee and account x-copy