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**POORNIMA GROUP**  
Achieving Excellence Together

**S10**

## HOSTELLER LEAVE APPLICATION FORM

Hosteller's Name..... Room. No..... Year/Branch .....

Name of Hostel.....Name of Campus .....

To ..... S.No..... (A)  
The Chief Warden ..... (Office Copy)

....., Jaipur

Sir/Madam.

1. The undersigned desire to Proceed on leave from (Time) ..... Date.....  
To (Time)..... Date.....

Reason.....

2. I request you to sanction my leave for the above period. My Address during the leave is as mention below.....Tel/Mobile.....

3. I assure you that I shall return to the Hostel in the

(Leave Sanctioned/ Not Sanctioned) (Sign. of Student with date) (Sign. of Chief Warden with date)

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## HOSTELLER LEAVE APPLICATION FORM

(INTIMATION ON HOSTEL GATE BY HOSTELLER GOING ON LEAVE) S.No..... (B)  
(Gate Copy Out)

I (Name of Hosteller) ..... Room. No. ....

Hostel..... Campus .....

Have been sanctioned leave from (Time).....Date..... To (Time).....Date.....

And will return on..... Date..... (Time).....

(Sign. of Student with date) (Sign. of Chief Warden with Date)

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## HOSTELLER LEAVE APPLICATION FORM

(INTIMATION ON HOSTEL GATE BY HOSTELLER COMING BACK AFTER LEAVE) S.No..... (C)

I..... Was on leave from (Time).....Date.....

To (Time).....Date.....Reason.....

Now I want to Join Hostel (Name)..... at (Time).....On Date.....

(Sign of Student with date) (Sign. of Chief Warden with date)

(Sign. of Parent / Local Guardian with date)