*Indian Institute of Petroleum and Energy*

*Visakhapatnam*

***Hostel Leave Form***

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| **1** | **Name of the Student** |  |
| **2** | **Room No.** |  |
| **3** | **Reason for leave and no. of days** |  |
| **4** | **Date and time of Departure** |  |
| **5** | **Date and time of arrival** |  |
| **6** | **Contact number and Address for leave** |  |
| **7** | **Signature of the student** |  |

**Caretaker (after informing parents) Mess Manager/Vendor Warden**