



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला  
National Institute of Technology Agartala  
AGARTALA - 799 046 (TRIPURA)

To  
The Chairman  
Gargi Hostel  
NIT Agartala

Date:

Sub: Prayer for leave of absence from \_\_\_\_\_ to \_\_\_\_\_

With due respect, I, \_\_\_\_\_, Enrolment No. \_\_\_\_\_ student of B.Tech/M.Tech/MCA/M.Sc/BS-MS/BT-MT/MBA/PHD \_\_\_\_\_ semester and resident of \_\_\_\_\_ block, \_\_\_\_\_ room no of Gargi Hostel, am requesting to provide permission to leave Hostel for the period of \_\_\_\_\_ to \_\_\_\_\_ for the reason of \_\_\_\_\_

The full address and contact number during my leave is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby declare that I shall return to my hostel on the above-mentioned date positively.

\_\_\_\_\_  
Signature of the Applicant with date  
Contact No:

**If leave at middle of the semester:**

Forwarded by:-  
(Project Guide/ Proctor/ Co-ordinator)

Forwarded by:-  
(HoD/ HoD IC/HOS)

Forwarded by:  
(Hostel Supervisor)

Recommended by:  
(Warden, Gargi Hostel)

Approved by:-  
(Chairman, Gargi Hostel)