**REQUEST FOR ISSUE OF OUTPASS**

To,

 The Chief Warden

 RGUKT, Basar

Through:

 **Issuing Authority (e.g. Hostel Warden, BH-II South)**

 RGUKT, Basar

Sir/Madam,

I request you to accept my application of out pass. I am solely responsible for going out of the institute for the below mentioned reason. The Institution is not responsible for my safety out of the campus.

From,

|  |  |
| --- | --- |
| Name: |  |
| Department:  |  |
| Year and Semester: |  |
| Enrollment ID.: |  |
| Hostel name and room number: |  |
| Date and Time of Leaving: |  |
| Date and Time of Return: |  |
| Contact Number: |  |
| Address of Place: |  |
| Reason: |  |

Requested by,

(Student Signature With date) **(Signature and Official Stamp of the Issuing Authority)**