

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:	
Student Contact Number:	
Parent Contact Number:	
Address of Place:	
Reason:	

I Vacated allotted hostel room with my whole luggage Yes / No

Requested by,

Parent Signature:

Parent Name:

(Student Signature With date)

Note: Write out-pass letter in the given format. You need not to draw the table.