HOSTEL

Indian Institute of Technology, Delhi

Application form for seeking mess rebate. (For Mess Rebate guidelines see over leaf)

Part I : Applicants Details

1. Name of the resident
2. Entry No.
3. Department/Centre
4. Room No.
5. Requested rebate period

Kindly permit to avail _____ days of Mess rebate. I understand that I have to pay establishment charges @ Rs. 50/- per day for the rebate period. Please see the rebate rules back side of the form.

Signature of the Resident

Starting Date	Ending date	No. of Days

Reasons for seeking rebate

Part II : Approval of leave by the specific Head of the Department/Centre

(Kindly strike off whichever is not relevant)

This is to certify that MS/MRS _____ Entry No. _____

i) Has been granted leave for the period mentioned in Part I
ii) Permitted to go out of Delhi in connection with her work for the period mentioned in item 5 of Part I
iii) Does not draw any financial assistantship/fellowship and self financed student.

Signature of Supervisor
Program Coordinator

Signature & Seal
Head of the Department/Centre

Part III : office Use

Rebate application received on (date)

No. of rebate Rebate recommended

Rebate recommended from (date)

No. of days rebate availed by the student (Excluding the present application) during This semester/year

Signature of the Catering Supervisor/Asst.
Catering Supervisor/Catering Asst.

Approved/Not Approved/Forwarded to Dean of Students / Remarks

Warden

Approved/Not Approved/Remarks

Dean of Students

Note: (a) Dean of Students approval is necessary if the rebate period is more than 20 days.

(b) For rebate guide lines kindly see overleaf.

Acknowledgement to Students

Received Rebate Form from Entry No. _____,Name _____

_____ for the period From _____ to _____ on _____