



Basantika Institute of Engineering and Technology (Polytechnic)

Hostel Leaving Form

(Hostel Copy)

To
The HOD
Basantika Institute of Engineering & Technology (Polytechnic)
Ganpur, Birbhum, Pin – 731216

Date: _____

Sir,
I beg to state that, I am _____ student of _____ year, _____ sem, roll no. _____ in _____ department,
like to take _____ day(s) leave from _____ to _____ due to _____.
Please grant me the leave and obliged thereby.
Thanks & Regards,

Warden/Hostel Super

Student

Head of the Department



Basantika Institute of Engineering and Technology (Polytechnic)

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(Security Copy)

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