

**OFFICE OF THE CHAIRMAN, HMC
I.I.T., KHARAGPUR**

Ref : HMC/DA/
Date :

Request for Permission to stay outside

1. Name : 2. Roll No. :
3. Name of the Hall : a) Where presently residing
OR
b) Where presently attached :
4. While staying outside, I understand that I am "attached" to.....Hall
5. Local Address, Phone No. :
6. Reasons for staying outside :

Date : Signature of the Student

Recommended / Not Recommended

Signature of Head of the Department of Rubber Stamp

There is "No-Demand" against above mentioned student & he / she has paid the Students' "Brotherhood Fund" for Autumn/Spring Semester 201 - 201 .

Signature of Warden with Rubber Stamp

The student is permitted to stay outside.

Signature of Dean (Students' Affairs) & Rubber Stamp

Student is attached to Hall and Warden is informed.

Signature of Chairman HMC with Rubber Stamp

To
Dy. Registrar (Acad.)

Sri / Miss / Mrs. Roll No. Ref. HMC/DA/

Dt.....Has been permitted to stay outside and he / she has been attached to
.....Hall of Residence for the Autumn / Spring Semester 201 - 201 .

Signature of Chairman HMC with Rubber Stamp

Local Address & Phone No. :
of the student

To
The Warden.....Hall of Residence