



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

HOSTEL OFFICE

Date:

Non-Local Outing Request Form

IS/o, D/o, C/o of
student of BTech/MTech/MS(Res)/PhD/Project staff studying..... year
with..... Roll.No, from the Department of
.....NIT Andhra Pradesh and staying at
(Hall of residency) (room no), requesting for non-local (Home/Professional
work) outing leave for the purpose of
.....
for a period of days as mentioned below.

	Date	Time	Mode of Journey
From			
To			

Place of visit on non-local outing:

Mobile number of Parent/Guardian:

Acceptance of the Parent/ Guardian:

(Block care taker, needs to mandatorily communicate with student parents and put a 'P' mark for parents' acceptance (in case of UG Student).

In the case of Guardian's consent, relation with student:

Signature of the Student

Mobile No:

Name & Signature of on duty care taker

Non-Local outing to the student/scholar was given with/without mess rebate
(Mess rebate applicable if student/scholar's non-local outing period is more than 5 days)

Name & Signature of Warden

Note: Mess rebate will be given those who are applied for non-local requisition prior to one day before their departure.