

To

The Warden  
Hostel No.....

**Subject: - Permission to vacate the hostel's room.**

Sir/Madam,

I ..... S/o/D/o .....  
Reg. No. .... have made on-line payment of pending mess bill with  
transaction details ..... dated ..... (copy of  
same has also been attached herewith). I have cleared all the dues and my No  
dues process may please be initiated on ERP.

I am also handing over my room no. .... hostel no. .... and taking away  
all my belongings with me.

I hereby undertake that I shall follow all the guidelines related to COVID-19  
issued for students during visit of hostel/institute (uploaded on Institute web site).  
I declare that I do not having fever, cough and breathing problem in past two  
weeks and my residential area has not been declared as a containment zone. I  
further declare that my visit to the institute is in the knowledge of my parents.

Signature

Name .....

Room No. ....

Hostel No. ....

Mob. No. ....

Date of vacation.....

Handwritten signature and initials at the bottom of the page.