



KALINGA COLLEGE OF COMMERCE, BHUBANESWAR

Affiliated to Utkal University

Plot No: 1038, Baligundi, Baliana, Ph. No: 0674-2343791

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LEAVE APPLICATION –BOYS HOSTELLERS

Name: _____

Class: _____ College Roll No: _____ Hostel Room No: _____

To
The Officer-in-Charge, KCC Boys Hostel,
Kalinga College of Commerce,
Bhubaneswar-2

Dear Sir,

It is humbly requested that I may be allowed leave from the hostel from

_____/_____/_____ to ____/____/_____ because (reason) _____

Therefore, I request you to kindly grant me leave for.....day(s).

The details of my travel are as follows:

Place where I am going to _____

Contact Person : _____ Relation _____

Phone / Mobile No. of the Contact Person: _____

I am leaving on _____ at _____ am/pm and I need Breakfast/Lunch/Dinner
and will be reporting back on _____ at _____ am/ pm and need
Breakfast/Lunch /Dinner.

Thanking you.
Yours sincerely,

Full Signature of Applicant

Date: _____

Granted/ Not Granted: _____

**Signature of Superintendent
KCC Boys Hostel**

**Signature of Officer-in-Charge
KCC Boys Hostel**

Remarks (if any):