

<u>MESS REBATE FORM (Office copy)</u>	<u>MESS REBATE FORM (Vendor copy)</u>	<u>MESS REBATE FORM (Student's copy)</u>
Name: _____ Roll No. _____ Discipline: _____ Hostel Name: _____ Room No. _____ Mess Registered: Central Mess 1/ Central Mess 2 Duration of Leave: No. of Days: _____ From: _____ To: _____ Signature with date	Name: _____ Roll No. _____ Discipline: _____ Hostel Name: _____ Room No. _____ Mess Registered: Central Mess 1/ Central Mess 2 Duration of Leave: No. of Days: _____ From: _____ To: _____ Signature with date	Name: _____ Roll No. _____ Discipline: _____ Hostel Name: _____ Room No. _____ Mess Registered: Central Mess 1/ Central Mess 2 Duration of Leave: No. of Days: _____ From: _____ To: _____ Signature with date
<p style="text-align: center;">For office use only</p> Mess rebate permitted for _____ days. Vendor/Mess manager's Signature	<p style="text-align: center;">For office use only</p> Mess rebate permitted for _____ days. Vendor/Mess manager's Signature	<p style="text-align: center;">For office use only</p> Mess rebate permitted for _____ days. Vendor/Mess manager's Signature

Mess Rebate Rules

Mess rebate is admissible to the students for absence of three or more days on the following grounds:

- a) Absence due to Vacation/Recess/Duty Leave declared in the Academic Calendar or permitted by competent authority.
- b) Other Leaves (Maximum 15 days in a semester and maximum 9 days in a month).

The leave should be of minimum 3 days.

Note:

1. For rebate on the grounds of (a), no application is required, however signing in the mess leaving register is must for claiming the rebate.
2. Mess rebate form should be submitted to mess supervisor at least one day before leaving the Institute for mess rebate on the grounds of (b).
3. Bio-metric signature is just to check whether you are member of mess-I or Mess-II.
4. Any unauthorized presence or taking food in the central mess without registration will attract a fine of Rs. 500/- on first instance and strict disciplinary action.
5. Mess bill of the registered students of the respective mess will be generated based on the number of rebates in the respective month and same will be send to you for the verification through E-mail and hardcopy bill should be checked and signed at the respective mess counter by 5th of every month. In case of any discrepancy, it should be reported immediately.
6. After that mess bill will be finalized and no further claim will be entertained for any correction in the bill.