

ANNEXURE-IV

MESS REDUCTION REQUISTION

(TO BE SUBMITTED TO THE HOSTEL PROVOST/MESS INCHARGE)

Iwith registration number/roll number.....
residing in room numberof.....hall of residence, NITAP
request you to kindly reduce the mess fees fromtoas I
was
.....(state the reason with relevant certificates/documents/permission letters)
on this dates.

(Student sign with date) (Caretaker) (Hostel warden) (Hostel provost/Mess incharge)

Office use: (Approved/Rejected/Remarks, if any)