



GATE-PASS

ABV-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT GWALIOR

NO.....

TO-

The Warden
Girls/ Boys hostel No.-.....
ABV-IITM GWALIOR (M.P.)

DATE-.....

SUB.- ISSUE OF GATE – PASS

Dear Sir,

I am proceeding on leave tofrom date.....to date.....

Therefore, you are requested to permit me to carry my following items out of the main – gate :-

SL NO.	DETAILS OF THE ITEMS	QTY.	REMARKS
1			
2			
3			
4			
5			
6			
7			

SINCERELY YOURS,

SIGN.

NAME-

ROLL NO.

ROOM NO.- HOSTEL NO/NAME MOBILE NO.-
RECOMMENDED & FORWARDED BY WARDEN/RES.WARDEN/HOSTEL SUPERVISOR:--

SIGN.....

NAME OF THE WARDEN

DATE.....

PERMITTED BY SECURITY OFFICER/SECURITY CONTROL ROOM :-

SIGN.....

NAME OF THE OFFICER

DATE.....