



**Rajiv Gandhi Institute of
Petroleum Technology**

Samarth eGov

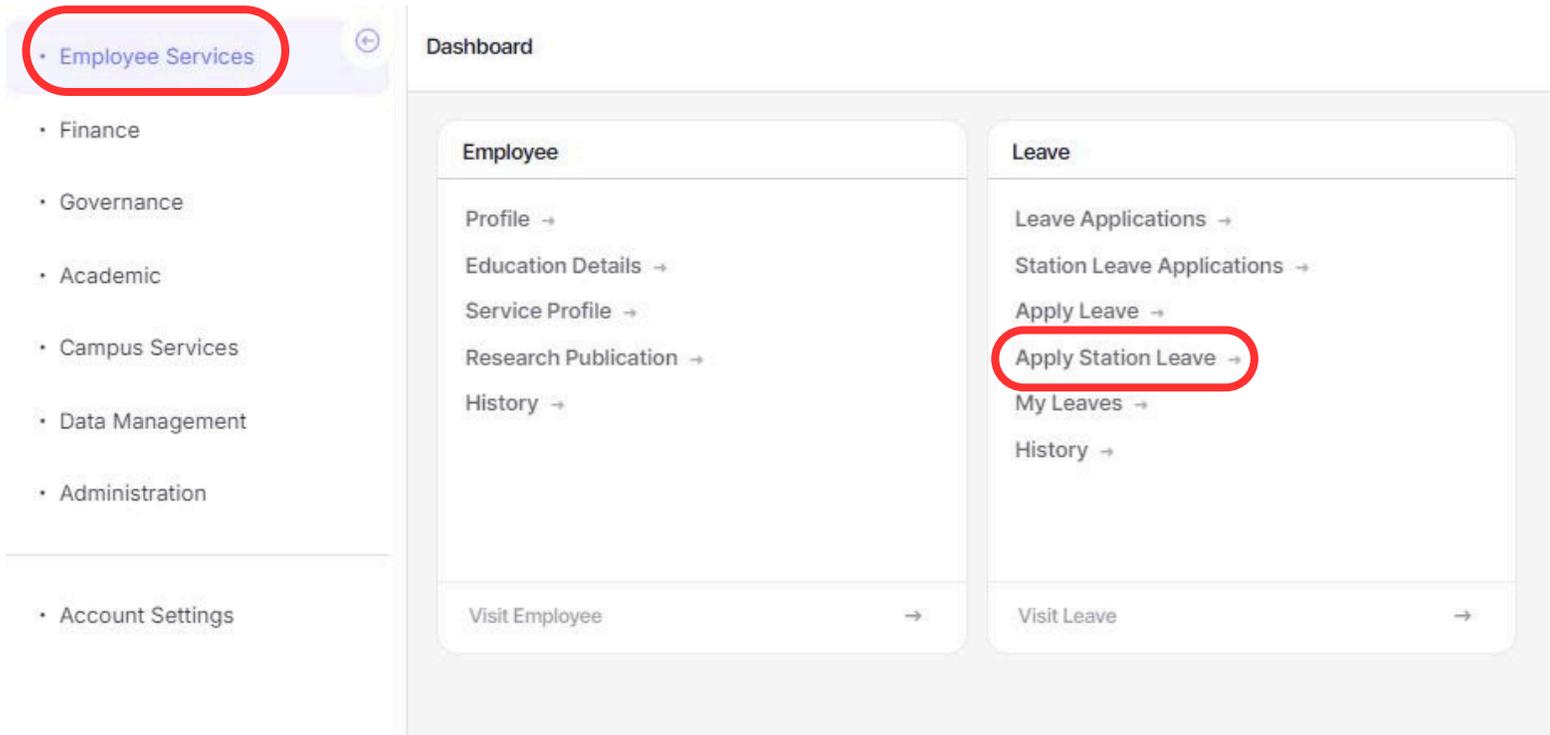
For Institute's Employees

Process to apply Out-of-Station Leave

Steps for Applying Out of Station Leave

Step 1: Apply for Out of Station Leave

After login into the employee account, click on the Employee Service >>> Apply Station Leave (under Leave section)



Step 2: Station Leave Application

After clicking on the Apply Station Leave, the employee has to **Add Out of Station Information** as shown below and click on **Creat**.

The screenshot shows the 'Add Out Of Station Information' form. The form has several input fields: 'From Date' (dd-mm-yyyy --:--), 'To Date' (dd-mm-yyyy --:--), 'Mobile Number' (with a dropdown for country code and a field for the number), 'Address *' (with a red asterisk indicating it is required), and 'Reason'. To the right of the form, there is a section for 'Upload Supporting Document' with a large dashed box for dragging and dropping files. Below the upload area, there are buttons for 'Cancel' and 'Browse ...'. At the bottom of the form, there are buttons for 'Creat' (highlighted with a red circle) and 'Cancel'.

Steps for Applying Station Leave

Step 3: Verification of Leave Details

A preview will appear after creating the out-of-station leave request, where all the filled details can be seen and verified by the leave applicant.

After preview, the employee may **Update** the information (if required) or may **Submit** the application for further processes.

Station Leave View [Update](#) [Submit](#)

Employee Name	0191, Amit Kumar Srivastav (अमित कुमार श्रीवास्तव), Assistant-I-Registrar's Office
From Date	2024-10-11
From Time	12:29:00 PM
To Date	2024-10-13
To Time	12:29:00 PM
Mobile Number	
Address	Test leave
Status	Saved
Reason	Test leave
Submitted Date	10-10-2024

After clicking on submit your out-of-station leave application will be forwarded for approval processes.