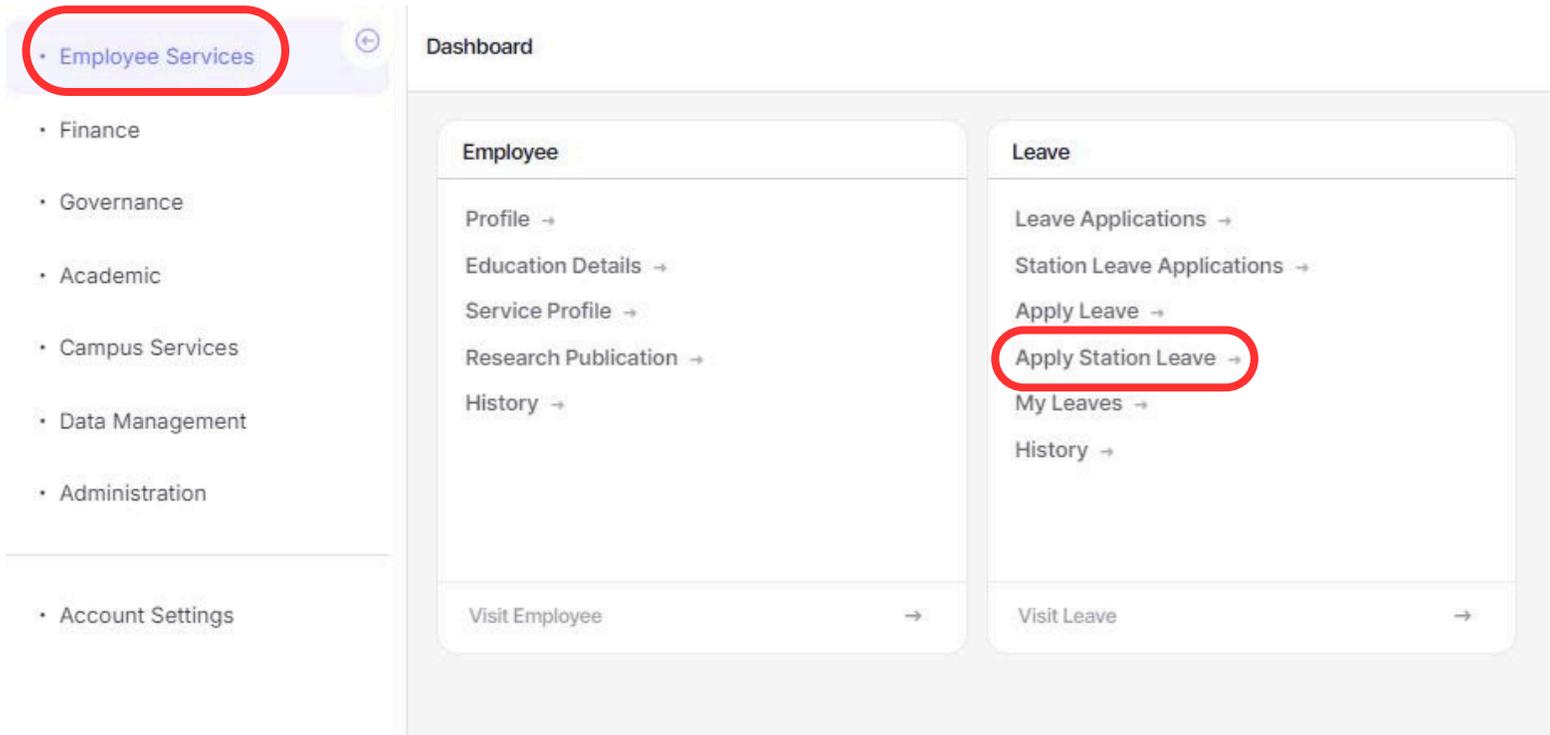**Rajiv Gandhi Institute of Petroleum Technology**

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**.

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.