



**राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी- 229304 (उ.प्र.)**  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)  
**Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi-229304 (U.P.)**  
(An Institute of National Importance established under the Act of Parliament)

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**Students Leave Application Form (for UG)**

*(The leave application form should be submitted at least 36 hours before leaving the campus)*

1. Name: .....
2. Roll No..... Department: .....
3. Hostel Block & Room No.: .....
4. No. of Days applied for Leave: .....
5. Duration of leave from: ..... To: .....
6. Nature of Leave: .....
7. Reason of Leave: .....
8. Address during Leave: .....
9. Mobile No: .....

Student Signature with Date

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**For Department Office Use**

1. Class will be missed (Yes/No): ..... No. of days classes missed: .....
2. Leave taken earlier during the session (mention period): .....

Dealing Department Assistant

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Recommended/Not Recommended

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**Head of Department**

Approved/Not Approved

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**Dean (Academic Affairs)**

Approved leave forwarded to Chairman of Council Wardens for issuance of Gate Pass.

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**Chairman of Council Wardens**