



**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)

**Leave Application Form for P.G. Students (A.Y.: 2025-26 Onwards)**

*(The leave application form should be submitted at least 36 hours before leaving the campus and should be submitted strictly in the below format only)*

1. Name: \_\_\_\_\_
2. Roll No \_\_\_\_\_ Department: \_\_\_\_\_
3. Hostel Name & 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: \_\_\_\_\_ 10. Parent Mobile No \_\_\_\_\_

Student Signature with Date

**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): .....
3. Balance after taking this leave 1) CL..... 2) Medical..... 3) Other (specify) .....

**Thesis Supervisor**

**Dealing Department Assistant**

Recommended/Not Recommended

**Convener, DPGC**

**Head of Department**

Approved/Not Approved

**Dean (Academic Affairs)**

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

**Chairman of Council Wardens**