



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 U.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. Reason of Leave: \_\_\_\_\_  
\_\_\_\_\_
7. Address during Leave: \_\_\_\_\_
8. Student Mobile No: \_\_\_\_\_ Parent Mobile No: \_\_\_\_\_

\_\_\_\_\_  
Student Signature with Date

**For Office Use Only**

1. Class will be missed: Yes/No \_\_\_\_\_
2. No. of days classes missed \_\_\_\_\_
3. Leave taken earlier during the session: Yes/No \_\_\_\_\_  
(By Department Office)

\_\_\_\_\_  
Office Clerk

Recommended/Not Recommended

Approved/Not Approved

\_\_\_\_\_  
DUGC Convener

\_\_\_\_\_  
Head of Department

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

**Chairman of Council Wardens**