



## G B Pant University of Agriculture & Technology, Pantnagar

### LEAVE APPLICATION FORM FOR STUDENTS ( UG / MASTER's / Ph.D.)

#### A. Particulars:

1. Name of the student: \_\_\_\_\_ 2. Id. No. \_\_\_\_\_ 3. Name of Adviser: \_\_\_\_\_  
4. Degree Name: \_\_\_\_\_ 5. Name of Hostel: \_\_\_\_\_ 6. Room No. \_\_\_\_\_  
7. Mobile number of parents: \_\_\_\_\_ 8. Email of Parents: \_\_\_\_\_

#### B. Leave Details:

1. Leave applied for \_\_\_\_\_ days w.e.f. \_\_\_\_\_ to \_\_\_\_\_  
2. Total Leave already taken: \_\_\_\_\_ working days  
3. Places of stay during leave: \_\_\_\_\_  
4. Specific reasons of leave request:  
a. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_ d. \_\_\_\_\_

C. I am showing / submitting softcopy / hardcopy of (a) email or (b) whatsapp or (c) hand written request of my parents / Guardian

#### D. Declaration:

1. I understand that it is my responsibility to maintain 85 % attendance for appearing in the semester final examinations and this leave request will not come in the way of completing attendance requirements.  
2. I understand that disciplinary action shall be taken against me, if I will not return after completion of leave.  
3. I also understand that disciplinary action shall be taken against me, if found guilty of making forged signatures of university authorities.

Date: \_\_\_\_\_

(Full Signature of the Student)

Mobile no. of student: \_\_\_\_\_ Email Id. Of the student \_\_\_\_\_

#### E. Recommendations of Advisor (only in case of Master's / Ph.D. Students for leave more than three working days):

Essential and hence, recommended / Not essential, not recommended

(Signature of Advisor with date)

#### F. Recommendation of Warden / Grant of leave by warden:

Leave may be sanctioned under rule ----- at the level of warden / Chief Warden

(Signature of Assistant Warden with date)

**Leave Granted / Recommended to Chief Warden**

(Signature of Warden with date and seal)

#### G. Approval of Chief Warden, if required:

Permitted / Not permitted

(Signature of Chief Warden/ Nominee with date and seal)

#### **GATE PASS (Security copy)**

Serial No. / Page no. of leave register-----/-----

On the request of the student and his parents, Mr. / Ms / Mrs. \_\_\_\_\_ Id. No. \_\_\_\_\_ Hostel \_\_\_\_\_ is permitted to leave for \_\_\_\_\_ days from the hostel w. e. f. \_\_\_\_\_ to \_\_\_\_\_ to visit home /other places \_\_\_\_\_.

(Signature of Warden / Chief Warden/ Nominee with date and seal)

#### **GATE PASS (Advisor copy)**

Serial No. / Page no. of leave register-----/-----

On the request of the student and his parents, Mr. / Ms / Mrs. \_\_\_\_\_ Id. No. \_\_\_\_\_ Hostel \_\_\_\_\_ is permitted to leave for \_\_\_\_\_ days from the hostel w. e. f. \_\_\_\_\_ to \_\_\_\_\_ to visit home /other places \_\_\_\_\_.

(Signature of Warden / Chief Warden/ Nominee with date and seal)

#### **GATE PASS (Mess copy)**

Serial No. / Page no. of leave register-----/-----

On the request of the student and his parents, Mr. / Ms / Mrs. \_\_\_\_\_ Id. No. \_\_\_\_\_ Hostel \_\_\_\_\_ is permitted to leave for \_\_\_\_\_ days from the hostel w. e. f. \_\_\_\_\_ to \_\_\_\_\_ to visit home /other places \_\_\_\_\_. Mess off is allowed / not allowed during the above period.

(Signature of Warden / Chief Warden/ Nominee with date and seal)