

**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:**

**Please Tick Type of leave** (Working Days / Holidays / combination)

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 enclosing self attested copy of (a) fax or (b) email or (c) whats app of my parents / Guardian**

**D. Declaration:**

- 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.
- I understand that disciplinary action shall be taken against me, if I will not return after completion of leave. In case of leave involving working days, I will submit the application of leave through my advisor.
- 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 leave involving 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 31/34 at the level of warden

(Signature of Assistant Warden with date)

**Leave Granted**

(Signature of Warden with date and seal)

**GATE PASS (Security copy)**

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

(Signature of Warden with date and seal)

**GATE PASS (Adviser copy)**

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

(Signature of Warden with date and seal)