



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མེ།  
 འཛིགས་མེད་རྣམ་རྒྱལ་བཟོ་རིག་མཐོ་རིམ་སློབ་གྲྭ།



Royal University of Bhutan  
 Jigme Namgyel Engineering College, Dewathang

**Student Leave Application Form**

Date.....

I, Mr./Ms. ...., Student No.....of  
 ..... (Class) would like to take a personal leave from the college.

Details of Leave:

From		To		Purpose of leave
Date	Time	Date	Time	
				Destination:
Contact Person & Mobile No.				

*I hereby declare that I am aware of the class attendance and other college rules and regulations and be liable to actions as per college rules and regulations. I assure college management that I shall abide by the college rules and regulations.*

*Signature of Student*

**Verified & Recommended by HoD**

*(Name & Signature of HoD)*

**Approved by Dean (SA)**

*Signature of Dean (SA)*

***Student Service Officer for information & record***

*Signature of Student Service Officer*

Copy to:

1. Head of Department for necessary information and follow up.
2. Personal file of above student for records.
3. Student Service Officer for information and necessary action.