



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी
RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI
(An Institute of National importance established under an Act of Parliament)

To,

The Dean (Academic Affairs)
RGIPT, Jais, Amethi

Through: The Head of Department

Through: The DUGC/DPGC Convener

**Subject: Regarding delay of submission of fee/documents for Trimester/
Semester registration.**

Dear Sir,

Due to some unavoidable reason (please mentioned the reason with sufficient valid proof)

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I could not bring following documents nor deposited semester fee/fee receipt:

1.
2.
3.

Kindly allow me to registered submit the trimester/semester fee/documents within..... **DAYS / MONTHS** from the date of provisional registration.

Yours Sincerely,

Signature of Student with Date

Name of the Student :

Roll No. :

Mobile No. :