

**APPLICATION FOR LEAVE****(STUDENT UG/PG, HOUSE SURGEON)**

1.	Name of student	
2.	Name of Course and Year of studying(1,2,3,4,HS)	
3.	Date of admission/Commencement of class	
4.	Address during leave with pincode	
5.	Mobile Number	
6.	Nature of leave applied (Applicants for Maternity leave should specify as to whether they are applying it for the 1st time or 2nd time)	
7.	Reason for leave applied	
8.	<b>For Students(UG&amp;PG):</b> Duration of leave (Date and No. of days should be mention) If leave taken during Clinical Posting period, then the department should be specified	
9.	<b>For House Surgeons:</b> Duration of leave -Date and No. of days should be mention(Specify Department wise leave)	
10.	Whether Medical Certificate with fitness Certificate is attached	
11.	Date of return from last leave and the nature and period of that leave and leave granting Order No. and date	
12.	Signature of student(with date)	
12.	Remarks of recommendation of the HOD/Course Coordinator. (For Clinical posting/House Surgency – only accepted the recommended leaves from Head of the Department)	
	Office Seal	Signature(with date)