GUIDELINES / SOP TO FOLLOW IN CASE OF MEDICAL LEAVE

PROCEDURE TO AVAIL MEDICAL LEAVE FOR STUDENT

1- In case the student/patient need to be admitted or there is requirement of complete bed rest, requiring medical leave or **period of absence due to medical reasons**. Following documents are required-
   a) Medical certificate in **original duly signed by the treating physician with proper stamp and registration number** (Sample attached).
   b) OP slip / Prescriptions (Photocopy).
   c) Lab reports if any (Photocopy).

   Student shall attach a cover letter addressing to the Dean, through Medical Officer along with institutes leave form.
2- Medical officer would **verify** the documents submitted based on the details and certificate submitted by the concerned student and would recommend it for further process.
3- **Medical certificates** should be signed by **Authorized medical practitioner only**. (With proper stamp and registration number).
4- Sample of medical certificates are attached; medical certificates should contain all the contents indicated also signature as well as stamp of the Medical practitioner concerned.

CERTIFICATE FOR MEDICAL LEAVE

This is to certify that Mr./ Mrs./Ms. ----------

Age ----------y/o; is/was suffering from ---------- ------- he/she was examined in O.P.D on ----------;

He/ She was admitted on ---------- to ----------

He/she has undergone ---------- (if any surgery or procedure undergone);

He/ She is advised rest for ---------- days;

Recommended for medical leave from ---------- to ----------;

He/ She is fit to resume his/ her duties from ---------- /and is advised light duty for ---------- days.

Date-

Signature

Authorized medical practitioner

Place- Hospital-

(with stamp of doctor/hospital)

Reg No-

Contact No-