



# दीन दयाल उपाध्याय कॉलेज

## DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)  
दिल्ली रा. सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi  
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi - 110078  
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For Office Use

Date \_\_\_\_\_

Diary No.

### Application for Medical Leave

I \_\_\_\_\_ (Name) Student of \_\_\_\_\_  
(name of the course), Semester \_\_\_\_\_ with  
College Roll No. \_\_\_\_\_ was suffering from \_\_\_\_\_  
(name of the disease/ailment) and would  
like to apply for medical leave from \_\_\_\_\_ to \_\_\_\_\_ (.....No. of Days).

I am attaching the following documents in support for the above:

(Please v)

1. Original Medical/Fitness Certificate issued by a qualified Medical Practitioner with not less than MBBS degree having registration Number \_\_\_\_\_ or from a hospital
2. Self-Attested copy of Prescription of the Doctor
3. Self-Attested Copy of the Original Test Reports

- I have/have not submitted any other application for medical leave in the current semester. (If submitted, please give its date .....).
- I have informed all concerned teachers and Teacher-in-Charge via email about my medical leave from \_\_\_\_\_ to \_\_\_\_\_. (Attach Copy of Emails sent to your subject teachers and teacher-in-charge).

Signature of the Student: \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Roll No. of the Student : \_\_\_\_\_

Application (with necessary documents and copy of emails) forwarded to the Admin Office

Signature of the Teacher-in-Charge

### For Office Use Only

Checked and verified the documents attached by the student and calculation of benefit based on the same is given below:

Actual Attendance	
Period of Absence	
Actual Days minus Closed Days	

The Above-mentioned information has been compiled in an EXCEL Sheet for the \_\_\_\_\_  
(Month/YYYY) which shall be shared with the attendance committee in second week of every month.

Dealing Assistant

SO. (Admin)

Admin. Officer

Convenor Attendance Committee

Officiating Principal