

**LEAVE of ABSENCE - APPLICATION FORM**

**HITEC - IMS, Taxila Cantt**

To

The Director Student Affairs

HITEC IMS, Taxila Cantt.

Subject: **Leave Request**

1. I \_\_\_\_\_ student of \_\_\_\_\_ year (MBBS, BDS, Paramedics), Roll no: \_\_\_\_\_ request for \_\_\_\_\_ days leave from \_\_\_\_\_ to \_\_\_\_\_.

2. Reason for leave: \_\_\_\_\_  
\_\_\_\_\_.

3. I am fully cognizant of the PMDC regulation that I will not be allowed to appear in final examination of a subject if I failed to attain minimum of 75% attendance in that subject.

4. Kindly grant me leave.

Date: \_\_\_\_\_

Student's Signatures: \_\_\_\_\_

5. **For Hostel Students Only:** *(Strike out whichever is not applicable)*

a. I will be leaving the hostel too and have informed/not informed the warden about my leave.

b. I will be staying in the hostel during my leave.

6. **Comments of Block Coordinator / Class Teacher:**

a. Student's attendance record of last semester: \_\_\_\_\_  
\_\_\_\_\_

b. Remarks: \_\_\_\_\_  
\_\_\_\_\_

Leave Recommended / Not Recommended

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

APPROVED / NOT APPROVED

\_\_\_\_\_

Director Student Affairs