

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