



**Rajiv Gandhi National University of Law, Punjab**  
(Established under Punjab Act No. 12 of 2006)  
(Accredited with 'A' Grade by NAAC)

**Application Performa for Medical Leave**

1. Name of applicant : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Department, Office and Section : \_\_\_\_\_
4. Nature and period of leave : **Medical Leave=**
5. Number of Days & date from which the leave required :  
Number of Days:  
From \_\_\_\_\_ To \_\_\_\_\_
6. Sunday, and holidays, if any proposed to be prefixed/suffixed to leave :  
Prefix: \_\_\_\_\_  
Suffix : \_\_\_\_\_
7. Grounds on which leave is applied for : \_\_\_\_\_
8. Balance of Medical Leave in his/her leave account : \_\_\_\_\_
9. Date of return from last leave and the nature and period of that leave : \_\_\_\_\_

**Signature of the Employee**

Recommendation \_\_\_\_\_

Submitted for necessary orders of the Hon'ble Vice-Chancellor to sanction the medical leave in respect of Mr./Ms. \_\_\_\_\_ for \_\_\_\_\_ day(s) i.e. from \_\_\_\_\_

**Supdt. (Estt.)**

**Registrar**

**Vice-Chancellor**