



Government of Jammu and Kashmir
Government Medical College, Srinagar

190010 - Karan Nagar, Srinagar, J&K
e-mail: academicsection@gmcs.ac.in & website: www.gmcs.ac.in



Subject: Timely Submission of Leave Applications by Trainees.

NOTICE

In reference to this office notice issued vide No.: GMCS/Acad/SS/4967-70/MC dated: 19/08/2025, it has once again been observed that Trainees (DNB/DrNB/FNB/M.Ch./DM) continue to submit their leave applications for approval/ sanction at very short notice, thereby making it difficult for the concerned office to process the same within the stipulated time.

Accordingly, it is hereby notified for the information of all concerned Trainees that:

- Leave applications, in the prescribed format, must reach the office of the undersigned at least 07 days prior to the intended date of departure.
- Each application must be duly forwarded by the concerned Head of Department (HOD). The HOD shall not forward leave applications at the last moment and in case of urgency, same shall be intimated by the HOD in the leave application.
- In cases where leave is sought for attending a conference, the conference brochure must be attached along with the application, clearly stating that attending such conference shall contribute to the academic progress of the concerned Trainee.
- In case a Trainee applies for leave at the last moment in view of any urgency, the reasons for the same shall be explicitly reflected in the leave application and duly intimated by the concerned HOD.

Note: Strict adherence to the above instructions is mandatory to avoid rejection of leave requests on procedural grounds.

Principal/Dean,
Govt. Medical College,
Srinagar.

No: GMCS/Acad/SS/4720-40/MC

Dated: 14/08/2026.

Copy to the, for information & necessary action:

1. All HODs (concerned), Govt. Medical College, Srinagar.
2. Chief Accounts Officer, Govt. Medical College, Srinagar.
3. In-Charge IT Section, Govt. Medical College, Srinagar.
4. All Trainees for compliance.

**The Principal/Dean,
Govt. Medical College,
Srinagar.**

Through Proper Channel

Subject: Leave Application.

Sir/Madam,

In accordance with the NMC/ NBEMS Leave Rule, kindly grant _____ Days
Eligible Leave in my favour w.e.f. _____ to _____ on account of
(Reason) _____.

Thanking You,
Yours Faithfully,

Signature of Trainee : _____

Name of Trainee : _____

Course of Trainee : _____

No:

Dated:

Forwarded the copy of above in original to the Principal/Dean, Govt. Medical
College, Srinagar for further necessary action. The Trainee has availed total _____ No.
of Leaves in his/her current Academic Year.

Remarks (If any): _____

Signature & Stamp of HOD

Note:

- 1. For attending any Conference/Workshop, attach the relevant Brochure/Invitation.*
- 2. Application having Wrong/ Incomplete particulars shall not be entertained.*