



Government Medical College, Srinagar

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E-mail: academicsection@gmcs.ac.in & Website: www.gmcs.edu.in

(Academic Section)

Subject: Timely Submission of Leave Applications by Trainees.

NOTICE

It has been observed that the Trainees (DNB/DrNB/FNB/M.Ch./DM) submit their leave applications for its approval/ sanction at very short notice, which makes 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 must reach to the office of the undersigned at least 07 days prior to the intended date of departure.** The application must be:

- **Duly forwarded by the concerned Head of Department (HOD).**
- **Accompanied by the HOD's remarks/ recommendations indicating the total number of leaves availed by the Trainee during the current Academic Year.**

Furthermore, in cases where leave is sought for attending a conference, the **conference brochure must be attached** along with the leave application, stating that attending such conference shall be helpful, to achieve academic progress to the DNB/DrNB/FNB/M.Ch./DM Trainee.

It is therefore, impressed upon all the concerned to adhere strictly to the above instructions in order to avoid any inconvenience or rejection of leave requests due to procedural non-compliance.

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

No: GMCS/Acad/SS/4967-70/MC

Dated: 19/08/2025.

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.