



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

APPLICATION FOR LEAVE ON MEDICAL GROUNDS

From Mr. /Miss. _____

Class: _____ Div. _____ Roll No. _____

Address: _____

Date: _____

Student Number: _____

To,

The Principal
JES College of Commerce
Science and IT Caves Road,
Jogeshwari (East)
Mumbai – 400060

I could not attend my regular lectures from _____ to _____ (both days inclusive) on account of the following illness _____

Medical Certificate dates _____ Issued by Dr. _____

_____ as required by rules enclosed.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)



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Rules:

1. Fully completed and signed application form should be submitted in office during office hours on any working day within **THREE DAYS** of resuming college.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. The medical certificate submitted does not amount to attending classes or examination or test. It only explains the medical condition of student.
4. Medical Certificate without specifying the exact dates will not be accepted.
5. If the student is absent for more than three days, details of medical report – pathology test, X-ray reports etc. should be submitted.