

BABA FARID UNIVERSITY OF HEALTH SCIENCES

PROFORMA FOR GRANT OF ACADEMIC LEAVE

Note: Kindly ensure the receipt of the proforma in Establishment Section (BFUHS) at least one week before proceeding the leave

1.	Name of Faculty Member	
2.	Designation	
3.	Department	
4.	Date of Joining	
5.	Nature of Job Regular/aDhoc/Contract	
6.	Mobile No.	
7.	Date of Academic Leave with Venue	
8.	Purpose of Leave: To attend the Conference, Workshop, etc/Paper presentation/ Chair session/Deliver lecture/ conduct practical examination(pl.specify)	
9.	Details of documents attached for academic leave: Paper presentation (with paper acceptance letter/ Chair session(copy of invitation)/Deliver lecture(Title of topic)/ conduct practical examination (appointment letter as examiner)etc.	
10.	Details of previous academic leave availed in current academic year	
11.	Anby other information, if any	

Signature of Faculty Member

FOR USE OF HEAD OF DEPARTMENT

Endst. No:

Date:

Certified that the work of the department shall not suffer during the leave period of concerned doctor. Forwarded and recommended to Principal, Guru Gobind Singh Medical College & Hospital, Faridkot.

Signature with seal
Head of Department

FOR USE OF PRINCIPAL, GGS. M.C.

Endst. No:

Date

Forward to Registrar, Baba Farid University of Health Sciences, Faridkot with remarks, if any.

Principal, GGSMC.