KING EDWARD MEDICAL UNIVERSITY, LAHORE.  
LEAVE PROFORMA FOR PGRS

The Vice Chancellor,  
King Edward Medical University,  
Lahore.

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**LEAVE BALANCE REPORT**

Casual leaves (for current year): Availed _______ (Days) Balance _______ (Days)

Maternity leaves:
- [ ] First
- [ ] Second
- [ ] Third

Medical leaves: Availed _______ (Days) Balance _______ (Days)

Verified by Office of the Assistant Registrar (Academics)

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**CASUAL /MATERNITY/MEDICAL LEAVE WITH STIPEND/ WITHOUT STIPEND**

Name of the applicant: ___________________ Father’s Name: ___________________

PGR: MD, MS, MDS, FCPS, M.PHIL, PH.D (Specialty) _____________________

Unit/Ward____________________ Hospital: MHL/LWH/LAH____________________

Leave applied for __________ Day(s) from __________ Not Recommended __________

Signature & stamp of Supervisor

Signature & stamp of Head of Department / Unit In-charge

**NOTE**

- Only first maternity leave with stipend in whole training period is allowed.
- Medical leave upto 29 days (consecutively or partially) with stipend in whole training period is allowed.
- Only two casual leaves are allowed per month in a calendar year. However, ten consecutive casual leaves with stipend can be granted, subject to approval by the Competent Authority.
- The PGRs shall have to do the additional duty/training to compensate the leave period already availed.
- This proforma should be submitted in the Office of the Vice Chancellor, after verification from Office of the Assistant Registrar (Academics).

**OFFICE OF THE VICE CHANCELLOR, KING EDWARD MEDICAL UNIVERSITY, LAHORE.**

Leave sanctioned____________________ Leave not sanctioned____________________

Vice Chancellor  
King Edward Medical University,  
Lahore.