

GOVT. KILPAUK MEDICAL COLLEGE, CHENNAI – 10

LEAVE LETTER

From
Dr.
Prof. / Assoc. Prof. / Asst. Prof. / Tutor
Department of
Govt. KMC / KMCH / GRH
Chennai.

To
The Dean
Govt. Kilpauk Medical College,
Chennai – 10.

Sir / Madam,

The following leave date _____

1. **CL** -----
2. **COL** -----
3. **PL** -----
4. **RH** -----
5. **On Duty** -----
6. **Others**-----

Already working COL date :

Signature of the Medical Officer

**Signature of the look after duty
Medical officer**

Leave Address:-

**Signature of the Head of the Institution
With seal and Date**

Date: