

**Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS, MUMBAI 400 056**

APPLICATION FOR MEDICAL CERTIFICATE

From Mr./Miss. _____

Class: _____ Div. _____ Roll No. _____

Address: _____

Date: _____

Student Number: _____

To,
The Principal,
Narsee Monjee College of Commerce & Economics,
Mumbai 400 056.

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

I have remained partially / totally absent from the _____ Examination / Test held on _____ to _____ on account of the following health problem _____

Medical Certificate dates _____ issued by Dr.

_____ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Guardian)
(P.T.O.)

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Rules:

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