

**Note** : Please Fill up The Gaps By Using Following Abbreviations On Non Reporting Working Days At Your Establishment Appropriately

| Code | Description  | Remarks |
|------|--|---------|
| A    | Approved Duty Leaves For Training Matters              |         |
| B    | Approved Duty Leaves For Academic Matters              |         |
| C    | Entitle Annual Leaves Of Trainees ( Med:07 + Casu:14 ) |         |
| D    | Approved Special Medical Leaves                        |         |
| E    | Special Holidays Declared By The Establishment         |         |
| F    | Non Approved Leaves                                    |         |

HOD - E ( IT ) : .....

Date : .....

Revised On :15/12/2009 at 1000 hrs