

## **Guidelines for Availing Medical Certificates**

The following guidelines are issued for the clarity of all concerned regarding the issuance of medical certificates:

### **1. Medical Certificate Issuance:**

Medical Certificates for illness and treatment can only be issued by the Doctor who has directly treated the patient during the specific period of illness.

### **2. Procedure for Availing Medical Certificate:**

For a Medical Certificate stating "rest on medical grounds" for a particular period, the individual must approach the treating doctor. This can be the Doctor at HC or any other Doctor where the individual was treated during that period.

### **3. Treatment Outside Campus While Residing on Campus:**

If a person takes treatment from an External Doctor while staying on campus, they must:

- Inform the HC Medical Officer via email before leaving campus if they require a medical certificate.
- Submit all relevant medical documents with Medical Certificate to the HC MO on the same day they return to campus

### **4. Medical Certificate During Vacation:**

If a person takes treatment while on vacation and requires a medical certificate, they must immediately inform the HC MO via email and submit all relevant medical documents with Medical Certificate upon returning to campus.

- ❖ **All Medical Certificates from external sources will be approved by the Institute MO after a thorough review of the attached documents**
- ❖ **Medical Certificates for those who have undergone treatment at HC will be issued within one week of completing the treatment**

### **5. Clarification of the Policy:**

This clarification is being issued because Institute Doctors are often approached for medical certificates for periods when the individual was neither treated at the HC nor by the HC doctor. This policy aims to prevent such instances and ensure the proper issuance of Medical Certificates.

**For any queries, please contact the Health Centre**