

OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY CHANDIGARH

No. 5811-5910/DUI/DS

Dated 27.12.2019

Subject: *Verification of medical certificate/ documents of students*

It has come to the knowledge of the undersigned through CMO letter No. 884/HC dated 17.12.2019 that departments were not following the instructions with regard to submission of medical certificates. You are requested to follow the below mentioned points concerning the submission of medical certificates :-

- Students or their parents should not directly approach the office of the C.M.O as it is adversely effects the functioning of Health Centre.
- Students or their parents should not be handed over the medical certificate/ documents in person by the concerned departments.
- The Medical certificate/ documents of the concerned student should be sent to the office of the CMO for verification through official communication only.
- The office of the CMO will then officially communicate with the concerned departments regarding outcome.
- Any enquiry from the students or their parents should be entertained at the level of the concerned Chairperson/ H.O.D / Director/ Coordinator only.
- The medical certificate/ documents to be verified by the CMO must be submitted within reasonable time bound period as specified in the Panjab University Handbook of Information and not near or at the time of examinations. The Medical Certificate / Documents submitted late with the departments should be forwarded to the office of the CMO after the student has submitted the late fee as per PU rules.

In view of the above, all the Chairpersons/ Head of the Departments/ Director/ Coordinator are requested to prominently display a copy of the Panjab University Handbook of Information on the online notice board in this regard. All the students shall also informed regarding the rules of submission of Medical certificates as published in Panjab University Hand Book of Information.

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Dean of University Instruction

Issued to :-

- All the Chairpersons / Directors / Coordinators of Teaching Department /Centres / Institutes Panjab University
- CMO for information and necessary action w.r.t. letter No. 884/HC dated 17.12.2019