INSTRUCTIONS REGARDING MEDICAL CERTIFICATE.

1) Medical certificates must be submitted in the Standard **AAU format** for issuing medical certificate.

2) Any advice for medical rest for any period prior to the date of registration in the Medical Unit, AAU Jorhat must be obtained from the **concerned attending Doctor under whom the treatment was done** and to be submitted to the S.M.O. Medical Unit ,AAU , Jorhat for countersignature. **No advice for medical rest for such period prior to attending Medical Unit, AAU, Jorhat will be issued under any condition by the S.M.O.**

3) In case of treatment taken in the Medical Unit, AAU , any advice for medical rest if advised by the S.M.O. will be given on the day of the treatment itself . No medical rest can be claimed later on by virtue of attending the Medical Unit, AAU, on a particular date .If such further treatment is required, it may be done after undergoing check up in the Medical Unit, AAU or by undergoing treatment under any other doctor as may be required by the medical condition .

4) **Medical certificate must be submitted for countersignature within 07(SEVEN) days from the starting date of medical rest**. Any Medical certificate submitted later than seven days from the starting date of medical rest will be considered only if forwarded through the respective controlling officer to the S.M.O. AAU, Jorhat.

5) Medical Certificates must be submitted along with the following documents –

    i)   Prescription /discharge certificate etc from the attending Doctor/hospital.

    ii)   Relevant Investigation reports photocopies like Blood Test, X-Ray, Ultrasound report etc. if done as may be required for the treatment, supporting the duration of medical rest advised.

    iii)   **Medical certificate and Fitness certificate in the standard AAU formats.**

    iv)   **Copy of the application submitted to the parent department informing about the rest taken.**

Issued to:……………………………………………………………   (Senior Medical Officer)

OPD No.:…………………………. Date:……………………………...   Medical Unit, AAU, Jorhat.