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सैनिक स्कूल कपूरथला / Sainik School Kapurthala  
रक्षा मंत्रालय के संरक्षण में / Under Aegis of Ministry of Defence  
पंजाब १४४६०१ / Punjab-144 601

क्रमांक SSKP/481/NS/OS dated ११ Jan 2026

Dear Parents,

**MANDATORY SUBMISSION OF MEDICAL CERTIFICATE FROM  
GOVT/CIVIL HOSPITAL FOR MEDICAL LEAVE**

1. This is with reference to Para 5 of School Circular No. SSKP/364/OS/Acad dated 09 Dec 2025, which clearly states **"In case of illness, a medical certificate from the Govt./Civil Hospital should be submitted on rejoining"**.
2. It has been observed with concern that some parents are still submitting medical certificates issued by private hospitals/clinics, which are not acceptable as per school policy.
3. In this regard, all parents are hereby informed and requested to strictly adhere to the following instructions:
  - 3.1 In case a cadet remains absent due to illness during vacation, a Medical Certificate issued only by a Govt. Hospital or Civil Hospital must be submitted alongwith the leave application through email in advance (before due date of joining).
  - 3.2 The medical certificate must be submitted along with the leave application.
  - 3.3 Certificates from private hospitals, private practitioners or any other medical documents will not be accepted for the purpose of medical leave.
4. Parents are further informed that non-compliance with the above instructions will draw a penalty of Rs 3000/- for the first day of unauthorized absence, followed by a fine of Rs 1000/- per day for each consecutive day.
5. The above measures are in place to maintain uniformity, authenticity of medical claims and administrative discipline. Your understanding and cooperation in adhering to these instructions will help ensure smooth functioning of the school.

(संदीप सिंह विके/ Sandeep Singh Virk)

कमांडर / Cdr

कार्य प्रधानाचार्या / Offg Principal