



DOW UNIVERSITY OF HEALTH SCIENCES KARACHI
DEPARTMENT OF POSTGRADUATE STUDIES

ATTENDANCE SHEET OF POSTGRADUATE TRAINEES OF FCPS-II
FOR THE MONTH OF _____ 20

SUPERVISOR NAME : _____

DEPARTMENT : _____

S #	PG TRAINEE NAME	FATHER NAME	STATUS Govt/Pvt	D.O.J	D.O.R	ATTENDANCE			REMARKS
						PRESENT	LEAVE	ABSENT	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

1. All those PG Trainees who are on rotations to other wards should submit their attendance to parent unit (Signed by Rotation ward HOD)
2. No attendance will be accepted from rotation ward.
3. No overwriting will be accepted.
4. Copy of attendance sheet issued once will not be changed or modified.
5. The attendance should be signed by the Head of Department / Supervisor separately to each PGs.
6. Each PG Trainee is allowed 15 days leave in six months training period. Sunday, Public Holiday, Exam Days, Registered Conference, Workshop & Paper Presentation days are to be counted as present.
7. All column must be filled completely by concerned and authorised person otherwise attendance will not be accepted.
8. Photocopy of attendance register for the same month must be attached alongwith attendance sheet.

Signature (HOD/Supervisor)
Parent Ward