

DEPTT. OF MED. EDUCATION & RESEARCH, CHD. ADMN.
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
Sector - 32B, Chandigarh - 160030 (Ph.0172-2665253-59, FAX: 0172-2609360)

ORDER

It has been noticed by the undersigned that the employees are taking earned leave in the nature of casual leave i.e. frequently for merely 01 or 02 day(s), even when they have sufficient casual leaves in their credit for the current annual year. This is not only causing unnecessary workload to the concerned Establishment Branch(es) but also is against the very basic principles of providing different kind of leaves for the betterment of an employee. To avoid this practice, it has been decided that earned leave applied merely for 01 or 02 days will not ordinarily be sanctioned/granted in case when an employee has sufficient casual leaves left to his credit.

2. Further clarified that most of the cases of Earned Leaves are being put up after the same have been availed by the concerned employee without prior sanction of the competent authority which creates irregularity. It is, therefore, requested that in future all cases of earned leave should be put up prior to the date of proceeding on leave by the concerned employee and appropriate orders for the same may be issued by the concerned branch alongwith relevant entry in the Service Book.

3. All the HODs/Branch Incharges are, therefore, requested not to forward/recommend the earned leave of employees working under their control just for 01 or 02 days, if the concerned employee has causal leave in his/her credit. However, if no casual leave is left then the concerned HoD/Incharge to recommend the earned leave for 01 or 02 days, by giving the remarks that: **"No casual leave is pending on his/her credit"**.

4. The contents of the circular are to be brought to the notice of all the employees for strict compliance.

DATED : 08th June, 2023

Jasbinder Kaur 13/06/23
Prof. Jasbinder Kaur
Director,
Medical Education & Research
Chandigarh.

Endst. No.GMCH/E-III//2023/27005-21 Dated: 08.06.2023 13 JUN 2023

A copy is forwarded to the following for information and necessary action please:

1. The Professor In-charge (Academic), GMCH.
2. The Medical Superintendent, GMCH & MHI, Chandigarh.
3. The Joint Director (Admn.), GMCH, Chandigarh.
4. All HODs, GMCH.
5. The Joint Director, GRID, Chandigarh.
6. The Additional Director, MHI.
7. Dy. Medical Superintendent 1 & II
8. The Deputy Controller (F&A)
9. PS/DP for the information of Worthy Director-Principal.
10. The Registrar (Academic),
11. The System Analyst, IT Centre, GMCH, Chandigarh.
12. The Nursing Superintendent, Chief Dietician, Librarian, Law Officer
13. All Office Superintendents (Establishment Branches -I, II, III, IV, Estate Branch, HA-I, HA-II, HA-III, PB-I, PB-II).
14. The Dispensary Superintendent/Pharmacy.
15. In-charge, Communication & Control Room.
16. RTI Cell.

Jasbinder Kaur 13/06/23
Director,
Medical Education & Research,
Chandigarh.