



**GOVT. MEDICAL COLLEGE HOSPITAL, CHANDIGARH**  
**Establishment Branch –III**

**CIRCULAR**

It has been observed that Officers/Officials/employees, sometimes proceed on leave without getting the leave sanctioned, apply for the same just a day before the date from which leave is sought or even the leave has been availed. It leads to unnecessary delay to process the proposal for grant of leaves, specifically Ex-India leave which is to be sanctioned at the level of Higher Authorities of Chandigarh Administration. The said practice on the part of concerned has been viewed seriously. It is to mention here that:

As per **Rule 7 of Central Civil Services (Leave) Rules, 1972**: "Leave cannot be claimed as of right."

**Proviso to FR 17(1)**

*The said provision stipulates that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.*

**FR 17-A**

*The said provision inter alia provides that where an individual employee remains absent unauthorizedly or deserts the post, the period of such absence shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession and eligibility for appearing in departmental examinations, for which a minimum period of service is required.*


Hence, streamlining and proper disposal of leave application is important to obtain timely sanction of leave by the Competent Authority. Thus, it is decided that following guidelines be kept in mind while applying/forwarding a leave application:

- i) Casual leave are allowed on short notice to attend the exigencies.
- ii) Earned leave should be applied 15 days in advance. Earned leave and Casual leave are entirely different in nature. Earned leave cannot be availed as Casual leave otherwise it defeats the very purpose of allowing different kind of leave and it creates indiscipline in the organization.
- iii) In case of Ex- India Leave, as per the DOPT Office Memorandum F.No.11013/8/2015-Estt.-III- "It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority." Thus, Ex-India leave should be applied 45 days in advance so that application can reach the Competent Authority 21 days before the date of departure/leave for decision.



- iv) It is mandatory for all to have their leaves sanctioned from the authority before to proceed leave.
- v) Leave application in prescribed format/proforma (duly filled-in all respect) through proper channel will only be entertained .
- vi) The application for grant of leave on medical ground should be accompanied by necessary medical certificate etc. as the case may be.
- vii) Application for Paternity Leave/Maternity leave should be made at least 15 days in advance, duly accompanied by a medical report/certificate /doctor's advice indicating expected date of confinement.

All the concerned should strictly adhere to the rules and regulations. All the HODs/Branch-Incharges are also requested to circulate this to all the staff working under their control for strict compliance.

  
**Joint Director (Admn.)**  
**Govt. Medical College Hospital,**  
**Chandigarh.**

Endst. No.GMCH/E-III(EA2)/2023/ **41823-36**

Dated : **22 SEP 2023**

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

1. Professor In-charge (Academic), GMCH.
2. The Medical Superintendent, GMCH.
3. All HOD's GMCH.
4. HOD MRD, HOD IT, HOD Genetic Centre
5. Dy. Medical Superintendent, 1 & II
6. Deputy Controller (F&A), GMCH.
7. Registrar (Academic).
8. PS/DP for the information of Worthy Director Principal.
9. Assistant Controller (F&A) I & II,
10. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
11. All Office Superintendents, (E-I, E-II, E-III, E-IV, EB, HA-1, HA-II, HA-III, Procurement Branch 1 & II
12. Nursing Superintendent, GMCH.
13. Stores officers (I & II), Librarian, Law Officer, Dispensary Superintendent, Chief Dietician, RTI Cell, Incharge Communication, Incharge Control Room.
14. Principal College of Nursing.

  
**Joint Director (Admn.)**  
**Govt. Medical College Hospital,**  
**Chandigarh**