

ESTABLISHMENT SECTION (HOSPITAL)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110 029.

No. F. 02-03/2017-Estt.(H)

Dated the 12th December, 2017

MEMORANDUM

Subject:- Proceeding of officials/employees on leave and other purpose without prior approval of the competent authority of the Institute - instructions thereon.

It has been observed that a number of applications are being received from officials/employees at the Establishment Section (Hospital) for leave as well as other service matters after availing of leave, LTC, other activities etc. resulting in hardship to the Official/employee concerned as well as difficulties in maintaining of the Hospital Services to the public besides the difficulties faced by administration. Keeping in view of these, the following are brought to the notice of all officials/employees:-

1. LEAVE

- (i) Rule 7(1) & (2) of the Central Civil Services (Leave) Rules 1972, provides that the " (1) leave cannot be claimed as of right" and (2) **"When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government Servant."**
- (ii) Under no circumstances can any employee proceed on leave without prior proper approval of the leave sanctioning authority, i.e. Medical Superintendent (Main Hospital). Application for leave in the prescribed proforma through proper channel should therefore be received at 15 days prior to the commencement of leave, so that the same could be examined and outcome of the same could be communicated to the concerned Official/employee well before the commencement of the leave.
- (iii) Child Care Leave (CCL) shall not ordinarily be granted during the **probation period** except in case of some extreme situations where the leave sanctioning authority is satisfied about the need of CCL to the probationer; provided that the period for which such leave is sanctioned during probation is minimal. CCL shall not be granted for more than three spells in a calendar year. Minimum CCL for at-least five days. CCL shall be admissible for two eldest surviving children, up-to the age of 18 years. CCL is admissible at 100% salary for first 365 days and 80% of salary for next 365 days.

2. LEAVE TRAVEL CONCESSION (LTC)

- (i) Application for grant of LTC must be submitted in the prescribed proforma with all relevant information and should be received at Establishment Section (Hospital) well-in-advance at-least 15 days prior to the date of commencement of the leave. **Under no circumstances can any employee proceed for availing of LTC without prior proper approval of the leave sanctioning authority, i.e. Medical Superintendent (Main Hospital).**
- (ii) Official/employee availing LTC, should mandatorily visit the declared place of destination and submit the proof for the same alongwith the LTC claim. In case, advance has drawn for LTC, claim bill should be submitted within 30 days otherwise within 03 months on completion of the return journey.

3. FORWARDING OF APPLICATION FOR EMPLOYMENT/DEPUTATION

Office Memorandum No. F.02-03/2017-Estt.(H) dated 18th October, 2017 may be referred to.

4. STUDY LEAVE FOR NURSING OFFICERS

Office Memorandum No. F.58/UN (Pt.)/2016-Estt.(H) dated 02nd March, 2017 may be referred to.

5. SUBMISSION OF APPLICATIONS FOR ANY OTHER PURPOSE

- (i) The Officers/employees should have to submit their application in the prescribed proforma (if prescribed) consisting of all required information and documents, to their respective controlling officer at least 20 days in advance before its commencement.
- (ii) The Controlling Officer would ensure before forwarding the application that functioning of the facility concerned, will not be hampered.
- (iii) The forwarding authority would be within his/her right to reject such application, if the services of the concerned facility would be hampered. However, the application received by the forwarding authority should be forwarded within 03 days of its submission with his/her Official Seal and comments/ recommendations, so as to reach to the Establishment Section at least 15 days prior to the commencement of the concerned activity.
- (iv) No ex-post-facto permission will be granted to any official/employee. However, the Controlling Officer considers that a request is genuine & justified; he/she will record the same in writing in his/her forwarding note, so that the competent authority can take a decision on its merit.

6. **REPRESENTATION FROM THE EMPLOYEES OF THE INSTITUTE ON SERVICE MATTERS.**

Office Memorandum No. F.20-15/2017-Estt.I dated 15th September, 2017 may be referred to.

While receiving the applications from officials/employees, the Controlling Officer is required to ensure that the application is completed in all respect with date of submission & signature of the Official/employee concerned. Final decision on application(s) for any purpose shall be rest with the competent authority.

All Controlling Officers are requested to bring the above instructions to the notice of the officials/employees working under their supervision. All officials/employees are advised to adhere these instructions, so that the functioning of the Hospital Services could be maintained smoothly in public interest.

These issues with the approval of the competent authority.



(G.R. PILLAI)

ADMINISTRATIVE OFFICER

Distribution:-

1. All HoDs/Faculty or Officer In-charge/Chief Nursing Officer/Sanitation Officer
2. The P.P.S. to Director
3. The P.S. to Dy. Director (Admn.)
4. The P.S. to Chief Administrative Officer
5. Professor-in-Charge, Computer Facility -- with the request to upload in Official website.

Mr S.N. Raghun Kumar

Ashwin 15.12.17.

Mr. Anu
[Signature]

Mr. Sanjeev Kumar.
for N.A. Rez

[Signature]
15/12/17