

HLA 339/2004/PE-10/96 OFFICE MEMORANDUM

Government has been examining the problems faced by the doctors working under State Health Services regarding sanction of earned leave with reference to the delay in sanctioning and subsequent release of salary etc. After careful consideration of the matter and in consultation with the Personnel (B) Department and Finance (Establishment-A) Department, it is decided that with effect from 1<sup>st</sup> December, 2010, the powers to sanction of the earned leave for the doctors below the rank of Joint Directors belonging to the State Health Services and working in the Govt. health institutions in the districts and also the doctors working in the office of the Joint DHS / Addl CM&HO(FW) of the district will vest with the Joint Director of Health Services of the concerned district in which the doctor is posted at the time of applying for leave.

For the purpose of exercising these powers the following guidelines will be followed by the office of the Joint Director of Health Services :-

1. Leave application by the individual officer shall be submitted to the Joint Director of Health Services in the standard proforma as is present in use;
2. On receipt of the application, the Joint Director shall obtain the leave admissibility from the Accountant General, Assam;
3. On receipt of this report, the Joint Director would sanction earned leave provided the leave is available in the credit of the officer according to the AG's report. Provided that in case the leave admissibility report from the AG is not received within 30 days of the issue of the letter to the AG by the Joint Director, the leave may be granted provisionally;
4. Joint Director will maintain records of all the leaves applied for by the doctors and leave granted to the doctors suitably in their office;
5. The leave will be sanctioned as per the format as enclosed;
6. Doctors proceeding on earned leave shall have to submit a charge handing over report in accordance with the orders of the Joint Director who will advise suitably an officer to take over the charge during the period of leave. Similarly, on the day of joining after returning from earned leave, the officer concerned shall submit a taking over charge report. Both these reports will be submitted to the Joint Director in the form presently in use; and
7. The charge taking over and handing over reports shall also be kept in the office records by the Joint Director. They will ensure that the officers do not remain absent beyond the period of leave granted.

8. A certificate regarding handing over all the reports of the Post Mortem conducted by the concerned Doctor before proceeding on leave may also be obtained.

The above instructions will apply only in case of all the doctors below the rank of Joint Directors and working in the district health institutions under the Directorate of Health Services, Assam and the Directorate of Health services (Family Welfare). These instructions will not apply to the officers in and above the rank of Joint Directors if working in the districts. In case of these officers, their earned leave shall continue to be sanctioned by the Government as before.

Sd/- P. P. Varma,  
Addl. Chief Secretary to the Govt. of Assam  
Health & Family Welfare Department.

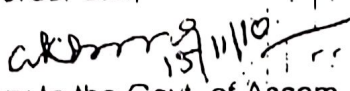
Memo No.HLA/339/2004/Pl.IV/6-A

Dated Dispur, the 15<sup>th</sup> Nov, 2010.

Copy to:-

1. The Accountant General (A&E) Assam, Maidamgaon, Bellota, Guwahati-29.
2. The Chief Secretary to the Govt. of Assam, Dispur,
3. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
4. Commissioner & Secretary, Personnel (B) Department.
5. Commissioner & Secretary, Finance (Estt.-A) Department
6. All Commissioners of Divisions.
7. All Deputy Commissioners .....
8. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu
9. The Principal Secretary, Dima Hasao Autonomous Council, Haflong.
10. The Principal Secretary, BTC, Kokrajhar.
11. All Sub-Divisional Officers (C).....
12. The Secretary, Assam Public Service Commission, Khanapara, Guwahati.
13. P.P.S to Chief Minister, Assam, Dispur.
14. P.S. to Minister, Health & F.W. Dispur.
15. All Treasury Officers .....
16. The Deputy Director, Assam Govt. Press, Guwahati-21 for publication.

By order etc.,

  
Under Secretary to the Govt. of Assam,  
Health & Family Welfare (A) Department.