

Indira Gandhi Medical College & Research Institute

[Under PERUNTHALAIVAR KAMARAJ MEDICAL COLLEGE SOCIETY]

(Government of Puducherry Institution)

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No.132/IGMC&RI/Estt./Cir./2018/094

Dated the 11 APR 2018

CIRCULAR

Sub: IGMC&RI – Estt. – Grant of leave and punctuality in attending office -
Instructions – Issued.

It has been brought to the notice of the undersigned that some of the staff are absenting themselves without prior written permission of the competent authorities. It is regretted to note that even after repeated oral instructions, no permission is obtained by them which resulted in disruption of work causing hardship to the public.

Accordingly, the following instructions are issued to all concerned for scrupulous adherence.

1. Application for grant of Compensatory Off (C.Off) / Casual Leave (CL) shall be submitted
at least **three** days before the commencement of the leave and only after sanction of the same, the individuals can proceed on leave.
2. Application for grant of C.Off / CL on medical grounds shall be submitted along with the medical certificate only from the faculty of IGMC&RI or IGGGH&PGI, Puducherry. No ~~private~~ medical certificate obtained from the private practitioner will be entertained.
3. The Persons requiring permission to attend office late must apply for it beforehand. Permission for late attendance on flimsy grounds will not be usually granted. Frequent late attendance even with prior permission is not conducive to the efficient transaction of work to the public and therefore discouraged.
4. Permission during working hours has to be taken after prior intimation and duly entered in the '**Movement Register**' kept in the respective departments.
5. Insubordination, misbehavior and /or any kind of misconduct will be viewed seriously and is liable for immediate termination of his/her contract engagement.
6. The department staff will be posted to work in any section/ unit of the college/ Hospital of this institute and liable to be transferred to other section/ unit etc. and any representation in this regard will not be encouraged.

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7. No claim to work in a particular section /unit/particular shift etc will be entertained.
8. Punctuality shall be maintained in attending the duty on time and any work as may be assigned by the superiors shall be carried out.
9. If he / she continues to be absent for a period exceeding 15 days (for contract staff) with or without assigning any reasons, the engagement shall be liable for forthwith termination.
10. Using of mobile phone during duty hours is strictly prohibited.

Any lapse or breach of the above instructions will be viewed seriously by the undersigned and is liable for disciplinary action.


(Dr. V. GOVINDARAJ)
DIRECTOR

To

All concerned.

Copy to:

All Head of Departments

- 1. To be uploaded in IANM website - faculty - circular.
 - 2. For circulation in AS
 - 3. circular file.
- DA
12/04/18.