Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under PerunthalaivarKamaraj Medical College Society)
I-Floor, College Block, Vazhudavour Road, Kadirkamam, Puducherry – 605 009 Ph: 0413-2277545 Extn. 3072
Email: puducherrymedicalcollege@gmail.com website: www.igmcri.edu.in

F.No.116/IGMC&RI/Estt.II/SOP-SCL-OD/2026/ 3568 **Date:** 6 NOV 2026

CIRCULAR

Sub: IGMC&RI - Estt.II - Decentralization of Sanctioning Powers for Special Casual Leave (SCL) and On-Duty (OD) Permissions to Heads of Departments (HODs) - Streamlining Procedure and Compulsory NMC AEBAS Mapping - Reg.

Ref:
1. Circular No. 255/PKMC/Estt./2007/126 dated 05.06.2008
2. Circular No.135/IGMC&RI/Estt/E-1/Trg/2011/1202 dated 13.08.2012
3. Order No.116/IGMC&RI/Acad/OD/2012/III/1049 dated 31.08.2013
4. Circular No. 116/IGMC&RI/Estt.II/2015/2441 dated 19.03.2015
5. Clarification Note No. 116/IGMC&RI/Estt.II/2015/413 dated 13.05.2016

****

In order to optimize institutional workflows, maximize functional efficiency inside academic blocks, and safeguard patient-care deliverable timelines, **the competent authority has resolved to decentralize the mechanism for granting Special Casual Leave (SCL) and On-Duty (OD) permissions across all departmental verticals of IGMC&RI.**

With immediate effect, **all applications seeking in r/o faculty members SCL or OD permissions shall be directly evaluated, parsed, and sanctioned at the level of the concerned Head of Department (HOD).** In respect of HOD, the application seeking SCL or OD permissions shall be submitted to the Dean in the College side and Medical Superintendent in the Hospital side for approval / sanction. Faculty members are strictly directed not to route routine physical leave/duty files to the Director's Office. **All original records must be archived, processed, and maintained systematically within the originating department's files.**

This delegated authority must be exercised in strict accordance with the appended Standard Operating Procedure (SOP). Special focus must be placed on ensuring that all leaves or duty periods are matched into the NMC Aadhaar Enabled Bio-metric Attendance System (AEBAS) without delay to comply with regulatory standards. Any failure or delay in mapping which results in a compliance notice from the National Medical Commission will be treated with gravity, and the onus of responsibility will lie with the concerned Head of the department.

All concerned HODs shall ensure that the Monthly Report in the enclosed format is furnished on or before 5th of the succeeding month without fail.

(Dr. C. UDAYASHANKAR)
DIRECTOR

DIRECTOR
Indira Gandhi Medical College
& Research Institute
PUDUCHERRY

To

1. The Dean, IGMC&RI.
2. The Medical Superintendent, IGMC&RI.
3. The Administrative Officer, IGMC&RI.
4. The Finance Officer, IGMC&RI.
5. The Assistant Finance Officer cum DDO, IGMC&RI.
6. The Assistant Registrar, IGMC&RI.
7. All Heads of Departments (with a directive to enforce the appended SOP and submit monthly updates regularly).
8. The Programmer, IGMC&RI – With a request to upload the circular/SOP/Monthly Report format in the website and send the same to the all HODs.
9. The Nodal officer, AEBAS.
10. Master File / Office Copy.

STANDARD OPERATING PROCEDURE (SOP)

1. Detailed Framework for Special Casual Leave (SCL)

As evolved from past institutional precedents and matching Central Civil Services rules, Special Casual Leave is capped at a maximum of 15 days in a single calendar year. SCL is strictly restricted to the following institutional and academic scenarios:

- **Academic and Professional Conventions:** Attending scientific programs, Continuing Medical Education (CME) seminars, national or international conferences, workshops, symposia, or specialized training clusters as an official participant, delegate, panelist, or designated resource person.
- **External Examination Assignments:** Executing external examination modules at universities/colleges outside the Union Territory of Puducherry, or at privately-managed medical institutions located within the geographic bounds of Puducherry (Ref: Institutional Clarification Note dated 13.05.2016).
- **Statutory Body Representations:** Participating as a vetted member/representative in research panels, governmental task forces, statutory committees, or academic boards of non-governmental organizations of public importance.

2. Detailed Framework for On-Duty (OD) Permissions

On-Duty permissions are also capped at a maximum of 15 days in a single calendar year, separated completely from standard personal leaves. OD is granted exclusively for mandatory institutional or state-directed actions:

- **NMC Inspections & Statutory Delegations:** Fulfilling physical site audit obligations, panel assessments, and inspectorial mandates officially requested by the National Medical Commission (NMC), Medical Council of India (MCI), Ministry of Health & Family Welfare (MoHFW), or judicial expert witness summons.
- **Local University Examination Frameworks:** Conducting university or professional examination sequences on behalf of Pondicherry University or other established premier Central/State Government Autonomous Institutions (such as JIPMER) physically operating inside the Union Territory of Puducherry.
- **Official Institutional Boards:** Attending formal Institutional Review Boards (IRB), Ethics Committees of Govt. Institutions, or official state-level health task force meets where the faculty member is formally nominated to serve.

  Any other kind of application not covered in the above provisions for SCL/OD has to be brought to the notice of the Director and get approval before sanctioning the SCL/OD.

3. Step-by-Step Operational Workflow

To claim SCL or OD permissions, the following strict workflow must be adhered to at all levels:

- **Step 1: Submission Timeline** - The concerned faculty member must submit a physical application form along with verifiable proof (invitation letters, official orders, board letters) to the HOD at least 7 working days prior to the intended date of absence.

- **Step 2: Departmental Scrutiny** - The HOD will evaluate the request against the absolute clinical and academic requirements of the department. HODs must ensure that continuous clinical care (OPDs, OTs, emergency diagnostics) and core teaching schedules are not compromised. Simultaneous leaves for multiple senior staff members must be strictly curbed.

- **Step 3: Sanction and Storage** - Upon validation, the HOD will formally mark the application as 'Sanctioned'. The physical file, including all invitation notes and subsequent duty attendance sheets, **must be retained inside the department's archives** and a Monthly Report to be submitted to the Dean & Director.

- **Step 4: NMC AEBAS Update** - Immediately upon sanctioning, the applicant shall apply the SCL / OD in his NMC AEBAS account.

- **Step 5: Completion Certification** - Within 3 working days of re-joining, the faculty member must submit an official Certificate of Participation or Attendance Sheet to the HOD to finalize the record closure.

(Dr. C. UDAYASHANKAR)
DIRECTOR
DIRECTOR
Indira Gandhi Medical College
& Research Institute
PUDUCHERRY

MONTHLY REPORT FORMAT

This report must be compiled, cross-checked against the department's master ledger, signed by the Head of Department, and submitted to the Office of the Director by the 5th of every succeeding month.

DEPARTMENT OF: _____ MONTH & YEAR: _____

Sl. No.	Faculty Name & Designation	Nature (SCL/OD)	Purpose & Venue (Attach Proof)	Period of Absence (From - To)	Total Days	Bal. Left	AEBAS Updated (Y/N)
1							
2							

DEPARTMENTAL COMPLIANCE CERTIFICATE:

This is to formally certify that all instances of Special Casual Leave (SCL) and On-Duty (OD) permissions logged above were carefully evaluated against the physical staff strength criteria of this department. They were sanctioned strictly in line with institutional public interest provisions and successfully integrated into the active NMC AEBAS server dashboard for dynamic tracking compliance. The original physical filings are safely archived here within the department.

Signature of Head of Department: _____

Official Seal / Stamp: [ ]