

Z.18015/12/2016-Admin-I  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(Administration-I Section)

Nirman Bhawan, New Delhi  
Dated: 13<sup>th</sup> January, 2022

**OFFICE MEMORANDUM**

**Subject: Timely submission of leave applications-reg.**

The undersigned is directed to say that it has been observed that some officials do not apply leave before proceeding on leave. Further, it has also been observed that in certain cases where prior intimation could not be given by submission of leave application, some officials even don't inform their controlling officers the reason for absence over phone and also do not submit leave application immediately after joining. This has been viewed seriously.

2. In addition to above, officers who plan to avail CCL should obtain prior approval of the competent authority before proceeding on CCL without fail as per extant rule.

3. All officers/officials, therefore are instructed to submit leave application in advanced & intimate the same to their controlling officer. In case leave application could not be submitted in advance due to unavoidable reasons, the controlling officer may be intimated over phone explaining the reason for absence, duration of absence etc. and submit leave application immediately after joining (*i.e. same day without fail*). Failing which, appropriate action as per the extant Govt. of India Rules, shall be taken. Further, Controlling officers are also requested to obtain leave application through e-leave, whenever their subordinates proceed on leave.

4. The above instruction is circulated for strict compliance.

5. This has approval of competent authority.



(Arindam Baherjee)  
Deputy Director(Admn.)  
Tel No. 011-23063539

To,

1. All Officer/officials of Dte.GHS

Copy to,

1. Sr. PPS to DGHS
2. PS to JS (RM)
3. PA to Director(HQ)
4. Hindi Section for translation
5. DD(GA) for uploading in the website of Dte.GHS
6. Office Order/ O.M register