

**DR. BABA SAHEB AMBEDKAR HOSPITAL  
GOVERNMENT OF N.C.T. OF DELHI  
SECTOR-6, ROHINI, DELHI – 110085**

F. No. 1(4)/2013/BSAH/

Dated:

**ORDER**

It has been observed that significant number of staff working in the hospitals are on different kind of leaves like EL, ML, CCL etc., at a particular time / period but no consolidated report / document regarding staff on leave are available for a particular day which is required for effective health care delivery system. Therefore, following decision has been taken for compliance by all officer concerned with immediate effect.

1. The controlling officer shall forward the leave application in r/o staff under their control with their recommendation / comment for granting / non granting of leaves to the official. Before recommending / sanctioning of the leave it may be ensured that total number of officer / official on leave does not exceed 10% of total staff and work of the department does not effect. Further no substitute will be provided against the staff recommending / proceeding on leave.
2. Leave register shall be maintained by the respective HODs / Incharges / MSs in r/o of the staff under their control.
3. Henceforth, HOD/ Incharge / MSs concerned shall forward the total monthly leave record of the staff under their control to the Administration Branch on monthly basis by the fifth day of the following month.
4. The leave record of nursing staff shall be maintained by office of the DNS and sent leave record of the staff under their control to the Administration Branch on monthly basis by the fifth day of the following month.
5. In Administration Branch the leave record shall be checked by the DA concerned regarding the leave sanctioned / entered in the service record and pending applications recommended by the controlling officer and same shall be verified / counter signed by the concerned Superintendent / HOO.
6. Further, all leave applications of nursing sister shall be forwarded by the DNS only after signature of respective HODs or Incharges so that the controlling officer is aware of eave of the nursing sister.
7. The respective HODs / Incharges / DNS shall maintained daily census about the staff on leave under their control to forward to AO /OS.
8. The respective HODs / Incharges / DNS shall forward the leave record in in r/o staff under their control for the period January, 16 to May, 16 within 01 weeks.

This is for strict compliance and non compliance shall be viewed seriously.

SD/-  
(DR. PUNEETA MAHAJAN)  
MEDICAL DIRECTOR

F. No. 1(4)/2013/BSAH/

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TO;

1. All MSs (Surgical) / (Medicine) / (MCH) / (Emergency & Allied), Dr. BSAH.
2. AMS (A), AMS (M), AMS (P), AMS (OPD), Dr. BSA Hospital.
3. DMS (A), DMS (S), Dr. BSA Hospital..
4. ALL HOD / INCHARGE, Dr. BSA Hospital.
5. DNS / Admn. Officer / Account Officer / MRO /Superintendent
6. Programmer for uploading on hospital website
7. Guard File

(DR. PUNEETA MAHAJAN)  
MEDICAL DIRECTOR