



Govt. of Jammu & Kashmir
Govt. Unani Medical College & Associated Hospital
Nawabagh, Ganderbal, Kashmir

Subject:- Application for submission of leave.

Office Order No:- 105-GUMC of 2024

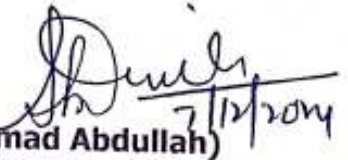
Dated:- 07-12-2024

In due regard to Jammu and Kashmir, Employees Conduct Rules, 1971, Jammu & Kashmir Classification Control Appeal Rules, 1971 and Rule 08 of the Jammu and Kashmir Civil Services Leave Rules, 1979, it is hereby informed to all the officers/officials of this institution that any kind of leave viz. Earned leave, Maternity leave, Leave without pay, Child care leave, may be submitted to the college administration with proper reasoning and documentary evidences, only after being endorsed by the Head of the Department concerned. The leave application amongst above, submitted directly to this office shall not be entertained at any cost.

Besides the officers/official may not leave the station in any case, unless same is properly sanctioned in their favour, otherwise, same shall be dereliction of rules which will led to disciplinary action, as warranted under rules.

This issues with the approval of the Competent Authority.

By order.


(Mohammad Abdullah)
Administrative Officer
Dated:- 07 -12-2024

No:-GUMC/Amn/Misc /2024

Copy to the:-

- 01/ Administrator, Govt. Medical College Srinagar.
- 02/ Deputy Secretary to the Government, Health and Medical Education Department, Civil Secretariat, Srinagar.
- 03/ Accounts Officer, GUMC Ganderbal, Kashmir
- 04/ Nodal Officer/DMS, GUMC Ganderbal
- 05/ Pvt. Secretary to the Principal, GUMC, Ganderbal, Kashmir.
- 06/ Office file.