



**Govt. of Jammu & Kashmir  
Govt. Unani Medical College & Associated Hospital  
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**Subject:- Submission of casual leave applications by the officers/officials of the GUMC Ganderbal.**

**CIRCULAR**

It has been found that maximum of the officers and paramedical staff are submitting their casual leave applications in a proxy method instead of submitting the same under proper signature, which is not only a transgression but also against the interests of the college and its associated hospital. Further these leaves are not uploaded on the official groups for the cognizance of the authorities which too is ambiguous. Furthermore, the officers of the Associated Hospital, may not submit the details of such paramedical staff who either come late or do not submit the leave applications.

In view of above, following instructions/orders are issued for immediate compliance: -

- (i) No Officer/Official is allowed to submit proxy leave application in favour of any of the employee, except in extreme compulsions;
- (ii) All the Resident Medical Officers (RMOs) shall ensure the proper in time, attendance of their subordinate staff on daily basis and in case it is found that any of the official is not present there, the Administrative Officer GUMC may be apprised in this behalf in writing;
- (iii) The Officers/Officials who intend to proceed on casual leave may get the same sanctioned in anticipation and upload the same on the official groups for cognizance of the Head of the Department

By Order.

**(Mohammad Abdullah)**  
Administrative Officer

No:-GUMC/Adminn/218/2024  
Dated:- 20-12-2025

Copy to the:-

- 01/ Administrator, Govt. Medical College Srinagar
- 02/ Nodal Officer, GUMC Ganderbal
- 03/ Accounts Officer, GUMC Ganderbal.
- 04/ Incharge Website for information and necessary action.
- 05/ Officers concerned for information and compliance.
- 06/ Pvt. Secretary to the Principal, Govt. Unani Medical College Cum Hospital, Nawabagh, Ganderbal.
- 07/ Concerned file.