

Mr. P. K. Mohapatra, IAS
Principal Secretary to Govt



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT
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Letter No. 14937 / H, Dated 17th May 2013
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To

The Director, Health Services, Odisha, Bhubaneswar
The Director, Medical Education & Training, Odisha, Bhubaneswar
The Director, AYUSH, Odisha, Bhubaneswar
The Director, Family Welfare, Odisha, Bhubaneswar
The Director, Nursing, Odisha, Bhubaneswar
The Director, Public Health, Odisha, Bhubaneswar
The Drugs Controller, Odisha, Bhubaneswar
The Director, Capital Hospital, Odisha, Bhubaneswar
The Director, State Institute of Health & Family Welfare, Odisha, Bhubaneswar
All Principal of Government Medical Colleges of the State
All Superintendents of Government Medical College & Hospitals of the State
All Chief District Medical Officers
The Chief Medical Officer, RGH, Rourkela

Sub: Sanction of leave.

Sir,

It has come to the notice of Government that a large number of pension cases of the retired employees including doctors are lying at different levels for various reasons. However, such pendency is mostly because of non-regularization of services and sanction of leave. Both the above reasons are interrelated. Unless the leave is sanctioned, sanction of increment, fixation of pay and sanction of ACP etc. will automatically be held up.

2. Government vide Finance Department Office Memorandum No.CS-II-8/2011-12598 dated 28.3.2011 have modified the delegations in the matter of sanction of leave and joining time. As per the said delegation, the Heads of Department have been delegated with the power to sanction leave upto maximum 90 days in favour of Class-I Officers working under their administrative control. In respect of Class-II Officers working under their administrative control, the old delegation to sanction 120 days leave has not been amended. But there is a rider in the said delegation that the Heads of Department will exercise the above power provided the officer is not under the orders of transfer. In other words, if a Class-II officer working under the administrative control of the Heads of Department avails leave in the event of his transfer, then the Heads of Department cannot sanction such leave.

3. It is often seen that proposals for sanction of leave are not attached adequate attention for which the retired employees suffer a lot. In order to overcome the delay in

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sanction of leave, the following procedure shall be followed by all concerned. Submission of proposals for sanction of leave shall be made as indicated in the table below:

Sl. No.	Subject	Period of leave	Authority competent to sanction leave	Authority to initiate the proposal directly to Govt. for sanction of leave
1	2	3	4	5
1.	Sanction of leave of Class-I Officers	More than 90 days	Govt. in Health & F.W. Deptt.	Head of office (e.g. CDMOs, Principals of Medical Colleges, all Directors, Drugs Controller etc.) of the Govt. Servant concerned
2.	Sanction of leave of Class-II Officers	More than 120 days	- do -	- do -

Henceforth, all proposals for sanction of leave exceeding 90 days in respect of Class-I Officers and 120 days in respect of Class-II Officers shall henceforth be submitted to Government in Health and Family Welfare Department directly by the Head of Office of the Officers concerned alongwith the service book. Such proposals for sanction of leave need not be submitted through the Heads of the Department. While submitting the proposals to Government, a certificate should also be submitted that the period of leave to be sanctioned by Government has not been availed by the Officer concerned after his transfer irrespective of the nature of leave availed. By eliminating the movement of the proposals through the Heads of Department, sanction of leave will be faster.

3. Similarly, the Heads of Department shall not take more than one month to sanction the leave of Class-I and Class-II Officers as per the delegation made to them. Receipt of all such proposals should be monitored and cleared as expeditiously as possible.

4. Similarly, the Heads of Departments, CDMOs and others should not take more than one month to clear the proposals for sanction of leave in respect of retired employees.

5. The instructions shall be followed in letter and spirit and in course of review if it is found that the proposals for sanction of leave particularly of the retired employees are still pending, action will be initiated against the erring officials.

6. A copy of the Finance Department Office Memorandum dated 28th March, 2011 as referred to above is enclosed.

Yours faithfully,

 17/05/2013

Principal Secretary to Government

Memo No.1 4 9 3 8 / H

Dated 17th May 2013

Copy forwarded to P.S to Principal Secretary/ All Officers / All Sections of Health & Family Welfare Department for information and necessary action.

 17.05.2013

Additional Secretary to Government