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ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
ESTABLISHMENT SECTION (HOSPITAL)

No.F.Periodic Review/Estt.(H)/2021

Dated: 07.03.2022

**Subject: Urgent intimation about absentee report of an employee remaining absent (without prior information/sanction of leave) for more than 03 days.**

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It has been observed that the absentee report in respect of those employees (working on the strength of Main Hospital) who remain absent from duty without prior permission/sanction of leave is not being received timely. It results in delay in providing information to the Accounts Section to stop their salary and thus, results in overpayment of salary to such employees.

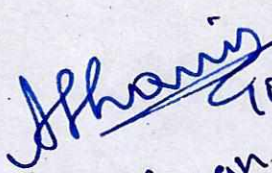
The competent authority has directed that whenever an employee remains absent without prior information/sanction of leave for more than 03 days, his/her pay must be stopped with immediate effect and Show Cause Notice be issued within 07 days.

Accordingly, all the concerned Head of the Departments/Sections/Units are requested to report immediately the absence (including overstayal of leave) of employees (working on the strength of Main Hospital) without prior permission/sanction of leave for more than 03 days, to Establishment Section (Hospital), so that timely action is taken in the matter by this Section.

  
[JOGINDER KUMAR]  
ADMINISTRATIVE OFFICER (H)

**DISTRIBUTION:**

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3. Professor-in-charge Blood Bank/ECG Lab./CSSD/Hospital Pharmacy/ OPD/Sanitation/ Transport/ OT/Manifold Room/Laundry/New RAK OPD
4. Stores Officer (Hospital)
5. Sanitation Officer

  
10.03.22  
Sh. Aman