



Baba Farid University of Health Sciences, Faridkot

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No.08-BFUHS/Estt.1-21/

Date: _____

Circular

It has come to the notice of the Competent Authority that the case of Leave on Medical ground/Commuted Medical Leave is not put up in accordance to CSR Rule no. 8.13 by various constituent colleges/ institutes/Hospitals & Branch heads.

Hence, all the respective heads of all Constituent Colleges/Institutes/Hospitals/ University office, are directed to comply the guidelines/instructions, as mentioned in Rule 8.13 of Punjab CSR (Copy Enclosed) regarding Medical Certificate for grant of leave on Medical ground/Commuted Medical Leave.


Registrar

Endst No. 08-BFUHS/Estt.-I/2020/ 18628-36

Date: 20/9/2020

Copy to the following for **information & compliance** -

1. SVC for the information of worthy Vice Chancellor
2. Principals of all constituent colleges
3. Medical Supdt., GGS Medical Hospital, Faridkot
4. Senior Medical Officer, Civil Hospital, Badal, Distt. Sri Muktsar Sahib
5. Administrator, Civil Hospital, Jalalabad.
6. Director, ACL, Bathinda
7. Joint Director, University Centre of Excellence in Research, Faridkot
8. All Branch Heads
9. In-Charge IT cell to upload the same on University website.

For
circulation
among all
the staff


Registrar

(2) APPLICATION FOR LEAVE.

(a) To whom to be submitted.

8.4. An application for leave, or for an extension of leave, shall be made to the authority competent to grant such leave or extension.

Note.—Application for leave should be made on form Punjab C.S.R. No. 2.

8.5. A Government employee on foreign service in India should submit all applications for leave, through his employer, to the authority competent to sanction the leave.

(b) Procedure in case of leave on medical certificate.

Instructions for Medical Officers

8.6. Medical Officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government employee concerned will ever be fit to resume his duties. In such cases, the opinion that the Government employee is permanently unfit for Government service should be recorded in the medical certificate.

8.7. Every certificate of a medical committee or board or a medical officer recommending the grant of leave to a Government employee must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Government employee under the terms of his contract or of the rules to which he is subject.

8.8 to 812. Omitted.

Medical certificate for Government employees.

8.13. (a) Every application for leave on medical grounds made by a Government employee shall be accompanied by a medical certificate given by a registered medical practitioner having a graduate degree in the Allopathic, Ayurvedic or Homoeopathic system of medicine defining as nearly as possible the nature and probable duration of the illness or by a request for the issue of a requisition for examination by a medical officer of the Government:

Provided that the authority competent to sanction leave may, at its discretion, waive the condition of producing a medical certificate in the case of a Group 'A' or Group 'B' Government employee if the leave applied for does not exceed three days at a time and such leave shall not be treated as leave on medical certificate and shall be debited against leave due other than the leave on medical grounds.

(b) The authority competent to sanction leave may at its discretion, secure a second medical opinion by requesting the Principal Medical Officer or Assistant to the

Civil Surgeon to have the applicant examined. If it decides to do so, it must arrange for the second examination to be made at the earliest possible date after the date on which the first medical opinion was given.

(c) The Principal Medical Officer or Assistant to the Civil Surgeon shall express his opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended, and for this purpose he may require the applicant for leave to appear either before himself or before a medical officer nominated by him.

Note 1.—The possession of a certificate as prescribed in this rule does not itself confer upon the Government employee concerned any right to leave.

Note 2.—Omitted.

Note 3.—Omitted.

Note 4.—The Government employee should obtain a medical certificate in the following form or as nearly in that form as the circumstances may permit:—

“Medical Certificate for Government employees recommended for leave, extension of leave or commutation of leave.”

- (1) Name (to be filled in by the applicant in the presence of the registered medical practitioner having a graduate degree in the Allopathic, Ayurvedic or Homoeopathic System of Medicine.
- (2) Appointment.
- (3) Age.
- (4) Signature of the applicant.
- (5) Total service.
- (6) Previous period of leave or of absence on medical certificate.

(Columns 5 and 6 to be filled in by the applicant in the presence of the registered medical practitioner having a graduate degree in the Allopathic, Ayurvedic or Homoeopathic System of Medicine.)

I _____, after careful personal examination of the case hereby certify that _____ whose signature and particulars are given above, is suffering from _____ and I consider that a period of absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his health.

Dated the _____

Government Medical Attendant OR
Registered Medical Practitioner having a
Graduate Degree in the Allopathic, Ayurvedic or
Homoeopathic System of Medicine.