

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT, ASSAM
(UNDER SOCIETY FOR MEDICAL EDUCATION, JORHAT)

No. SMEJ/JMCH/068/2009/Pt.2/010

Dated Jorhat, the 4th January, 2016

OFFICE ORDER

This is for general information to all employees / staff of JMCH, Jorhat that for smooth functioning of the Time & Leave Office and to maintain the records of Leave during service in a more effectual way, the following points are to be strictly followed and maintained with immediate effect.

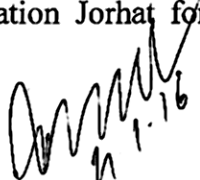
1. The application of leave must come through proper channel with Leave Status Report from the Time & Leave Office and be submitted to the Reception Counter of the office of the undersigned duly signed / forwarded by the respective HoD / Incharge; otherwise it will not be accepted.
2. Any employee / staff applying for leave must mention their Employee Code, designation and department they belong to in their applications. They must mention proper and correct dates of leave applied.
3. While applying for leave / station leave, the employee / staff must mention complete home / residential address with contact number.
4. Besides putting finger tips into the machine, the employees / staffs are directed to sign in the attendance register kept in the respective department / office regularly.


Principal cum Chief Superintendent
Jorhat Medical College & Hospital, Jorhat

Memo No. SMEJ/JMCH/068/2009/Pt.2/010(A)
Copy in confirmation to :

Dated Jorhat, the 4th January, 2016

1. The Secretary, Health & FW (B) Deptt., Govt. of Assam, Dispur, Guwahati-6.
2. The Director of Medical Education, Assam, Sixth Mile, Khanapara, Guwahati.
3. The Superintendent, JMCH, Jorhat.
4. The Prof. & HoD, Dept. of _____, JMCH, Jorhat.
5. The Deputy Superintendent – I / II / III / IV / V / VI, JMCH, Jorhat.
6. The Medical Records Officer, JMCH, Jorhat.
7. The PPS to the Hon'ble Chief Minister, Assam cum Chairman, General Council, Society for Medical Education Jorhat for favour of kind appraisal of the Hon'ble Chief Minister.
8. The PS to the Hon'ble Minister, Health & FW Deptt. Assam cum Chairman Executive Council, Society for Medical Education Jorhat for favour of kind appraisal of the Hon'ble Minister.
9. Office copy.


Principal cum Chief Superintendent
Jorhat Medical College & Hospital, Jorhat