

**GOVT. OF NCT OF DELHI
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN, DELHI-110095**

F.4-(511)/TP/E-I/GTBH/2019/Partfile/Year-2019/3494-97

Dated: 05/08/24

C I R C U L A R

Sub: Guidelines to request for change or retention of ministerial staff.

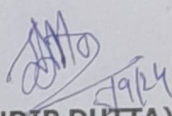
It has been observed that many Branch Incharges/ MO I/Cs are submitting requests for change or retention of ministerial staff without proper justification after issue of order dated 27/8/2024 regarding reorganisation of staff.

All Officer-Incharges are hereby directed to ensure that any change in staff or retention of staff must be accompanied by proper justification, in line with the guidelines issued by the Central Vigilance Commission, Services Department and efforts undertaken by Officer-In charges at their level, to improve the performance of official concerned. Please do note that all officials are appointed/allocated by Services Department and no classification of officials as efficient/inefficient is done by Services Department.

It is also re-iterated that staff should not be retained on sensitive posts for more than three years and on other posts for more than five years. If any Officer-Incharge feels that any particular staff member is not working properly as per the Government rules, the immediate Officer-Incharge may guide/recommend for training at UTCS /motivate the official or call explanation and record remarks in the Annual Performance Assessment Report of the official concerned after following the due process, if there is no improvement in the performance of the despite repeated attempts. Mere surrendering of so called inefficient employee will not be entertained rather the Controlling Officer may recommend coercive action.

In view of the position stated above, strict compliance of the above guidelines is expected from all concerned.

This issues with the approval of the MD-GTBH.

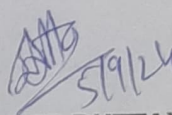

(SANDIP DUTTA)
ADMINISTRATIVE OFFICER

1. All AMS(s), GTB Hosptial.
2. The Head of Office-GTB Hospital.
3. MO I/Cs(I-X)-GTB Hospital.
4. The DPA to upload on website of GTBH.

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Copy to:- The PA to MD-GTBH.


(SANDIP DUTTA)
ADMINISTRATIVE OFFICER