

**OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN: DELHI-95
(E-I BRANCH)**

F.No 1-5(51)/E-I/SR/GTBH/2022/ 1376-74

Dated: 24/04/24

CIRCULAR

It has been observed that attendance report in r/o Senior/Junior Resident Doctors are received very late from some Departments, consequently there is a delay in release pay of Senior/Junior Resident Doctors.

In addition to above, Accounts Branch has also requested to mention the details of leave availed i.e. date, nature of leave and joining date in attendance report as per requisition of PAO-VIII.

Therefore, All HODs are requested to forward the attendance report in r/o Senior/Junior Resident Doctors working under their control **by 3rd working day of every month to Establishment-I Branch** for further action else Head of Department concerned shall be responsible for the delay in release of pay of Senior/Junior Resident Doctors.

This issues with the prior approval of Medical Director, GTB Hospital.

AMS (A)/HOO
GTBH

Copy to:

1. All HODs, GTBH.
2. Nodal Officer, Polyclinic, GTBH.
3. DPA with the request to upload the same on website of GTB Hospital.
4. Guard File.