

**GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
(Establishment-I Branch)**

F.1(346)/Misc./E-I/GTBH/2017/Pt.II/ 3761-66

Dated: 30/9/2024

Circular

It has come to notice of the Higher Authorities-GTBH that sometimes the immediate controlling officers/branch incharges fail to report to the concerned Administrative Branch/Accounts Branch, about the employees/officers under their control, who are on long leaves/unauthorized absence. Such event(s) may cause undue payment of Transport Allowance to employees concerned and if necessary action is not taken in time, may invite Audit Observations/Para.

Therefore, it is directed to all HoD's/Branch Incharge to report long leaves/unauthorized absence to the concerned Administrative Branch and Accounts Branch for taking necessary action in this issue.

Further, if it is found that the long leaves/unauthorized absence is not reported in time to the concerned Administrative Branch and Accounts Branch, concerned HoD/Branch Incharge will be responsible for the same.

This issues with the prior approval of the Medical Director, GTBH.

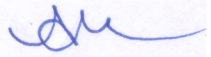
**Addl.M.S.(Admn.)
GTB Hospital**

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Copy for information to:-

1. P.A. to MD. GTBH.
2. P.S. to AMS (Admn.), GTBH.
3. P.A. to Head of Office, GTBH.
4. P.A. to Admn. Officer, GTBH.
5. DPA to upload the same on the website of GTBH.
6. Guard File


**Addl.M.S.(Admn.)
GTB Hospital**

27 SEP 2024