



Dr. Ram Manohar Lohia institute of Medical Sciences

(Created by UP Legislature Act, vide Gazette Notification No. 1889(2)/LXXIX-V-1-18-1(ka)-27-2015 dated 12 September 2018)

Ref. No. 445 /Estb-ER/DrRMLIMS/2022/

Dated: 04 ⁰² January 2022

Office Order

As per provisions under Section – 34(2) of the DrRMLIMS Act 2015 and Schedule – 1 of the Sanjay Gandhi Post-Graduate Institute of Medical Sciences, First Regulations, 2011, the delegation of powers of sanctioning of leaves and routine personnel issues related to the faculty will be as under:

S. No.	Activity	Application to be presented to*	Sanctioning Authority	Office order to be issued by
1A	Casual/RH leaves: Head of the Department	Director	Director	Not Required
1B	Casual/RH leaves: Faculty other than HoD	NA	Head of the Department (including station leave).	Not Required
2A	Duty leaves: Head of the Department	Director	Director	Executive Registrar (only in cases of financial implications).
2B	Duty leaves: Faculty other than HoD	ER	(i) With financial implications – Director (ii) Without financial implications –Executive Registrar (including station leave).	(i) Executive Registrar (ii) Not required
3A	Earned leave/Medical leave/Maternity leave/ CCL/Paternity leave/other leaves with financial implications: HoD	Director	Director	Executive Registrar
3B	Earned leave/Medical leave/Maternity leave/ CCL/Paternity Leave/other leaves with financial implications: Faculty other than HoD	ER	Director	
4	Extra ordinary leaves	Director	President	
5A	Study leaves (within India).	Director	Director	
5B	Study leaves (Abroad)	Director	President	
6	Leave for traveling abroad for any purpose.	Director	Up to 30 days: Director Beyond 30 days: President, subject to approval of the Govt.	
7	Permission to go abroad in connection with the work of the Institute and treatment of absence as on duty.	Director	Up to 30 days: Director Beyond 30 days: President, subject to approval of the Govt.	



Dr. Ram Manohar Lohia Institute of Medical Sciences

(Created by UP Legislature Act, vide Gazette Notification No. 1889(2)/LXXIX-V-1-18-1(ka)-27-2015 dated 12 September 2018)

Ref. No. 4465 /Estb-ER/DrRMLIMS/2022/

Dated: 04 ⁰² January 2022

S. No.	Activity	Application to be presented to*	Sanctioning Authority	Office order to be issued by
8A	Issue of NOC/other certificates for employment outside Institute	Director	Director	
8B	Issue of NOC/other certificates for purposes, other than employment	ER	Executive Registrar	
9	LTC	ER	Director	
10	Vacations	ER	Director	


All applications, **complete in all respect**, from the faculty members are to be duly recommended/forwarded by the HoD and submitted (including that from HoD) **in advance** as stipulated for each kind of leave, to the central receipt/dispatch section under receipt acknowledgement.

*The central receipt/dispatch section shall present applications to the Director/Executive Registrar as mentioned in column 3 above [NA=Not Applicable].

For above personnel tasks, the files shall be initiated from ER Establishment (wherever required) through the existing channels, however in case of any modification, if required, an office order will be issued separately in future.


This Office Order is in continuation to Office Order No. 4211/DrRMLIMS/ER/2022, dated: 17/01/2022 and supersedes all other such orders issued earlier in this regard and shall be operative **immediately**.

This issues with approval of the Director.


Prof Soniya Nityanand
Director

Copy for information & necessary action to:

1. The Dean, Dr.RMLIMS, Lucknow.
2. Executive Registrar, Dr.RMLIMS, Lucknow.
3. CMS, Dr.RMLIMS, Lucknow.
4. Finance Officer, Dr.RMLIMS, Lucknow.
5. All Faculty Members, through respective HoDs, Dr.RMLIMS, Lucknow.
6. Director Camp, Dr.RMLIMS, Lucknow.
7. In-Charge, Central Receipt/Dispatch Section, Dr.RMLIMS, Lucknow.
8. ☒ Computer Programmer for upload to Employees' Corner on the Institute Website.
9. Guard File


Prof Jyotsna Agarwal
Executive Registrar