

GOVERNMENT OF NCT OF DELHI
MAULANA AZAD MEDICAL COLLEGE
And Associated Lok Nayak, Govind Ballabh Pant Hospital &
Guru Nanak Eye Centre, 2, B.S.Z. Marg, New Delhi-02
(Establishment- II)

F.3(P-26)/14/MAMC/E-II

20315

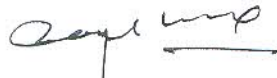
Dated: 17/11/2022

CIRCULAR

It has been observed that Teaching Faculty of this Institution are not seeking prior permission of the Competent Authority for availing National Conference/ International Conference/LTC/Leaves during the stipulated time period as prescribed in Manual of Office Procedure for smooth functioning of Official Work. Also, the leave application are not being forwarded by the Officer/ Official in the prescribed proforma/format.

In view of the above, all the Officers/ Officials of this Institution are hereby directed to follow the Manual Office procedure and submit the request 15 days in advance for seeking permission as referred above.

This issues with prior approval of Dean, MAMC.


(RAJENDRA KUMAR),
HEAD OF OFFICE

F.3(P-26)/14/MAMC/E-II

Dated:

Copy for information:

1. All HODs ,MAMC.
- 2.All Branch Incharges, MAMC.
3. Incharge Data Center with the request to upload the same on the website of MAMC.
4. PS to Dean, MAMC.

(RAJENDRA KUMAR),
HEAD OF OFFICE