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**GOVERNMENT OF KERALA
DIRECTORATE OF MEDICAL EDUCATION**

MEDICAL COLLEGE P.O
Thiruvananthapuram- 695 011

No. K1/21447/2014/DME

Date: 14/08/2014

CIRCULAR

Sub:- Medical Education Service – Establishment – Guidelines for availing Special Casual Leave / Period treated as duty – Revised instructions issued.

- Ref:-**
1. Circular No. G1/1627/2008/DME dated 29/01/2008
 2. Govt. Circular No. 54541/E1/2013/H&FWD dated 22/01/2014
 3. Minutes of the Principals Meeting held on 30/5/2014 and 18/7/2014 held at Govt. Secretariat, Thiruvananthapuram.

The Director of Medical Education, vide reference 1st cited, has issued instructions to be followed by teaching Faculty under this Directorate regarding Special Casual Leave and period treated as duty. But in the Principals meetings held on 30/5/2014 and 18/7/2014 it is decided to follow new procedures regarding availing of special casual leave and period treated as duty. To implement the decisions as above and for strict pursuance of the Government Circular 2nd cited, the following revised instructions are issued for strict compliance.

1. Total special casual leave per annum per person is limited to 15 days and that can be availed at a single stretch is 10 days.
2. Examinations conducted by KUHS and Universities in the State and assignments to academic / administrative meeting held at the behest of Government / University / DME / Govt. Medical Colleges, conducting inspections at Medical Colleges for purpose of granting recognition of DME/ Principals / Government and court duties in official capacity shall be treated as duty.
3. Attendance at ICMR/DHR/GOI/MCI meetings are permissible only Principal investigators of projects or nominees of Principal/ DME / Government as the case may be treated as duty.
4. Attendance for examinations conducted by Universities outside the State in Government Colleges and National Board Examinations shall be treated as Special Casual Leave. Examiner ship to any private institutions cannot be considered for special casual leave.
5. Special Casual Leave can be taken for attending regional / national conferences / CMEs organized by professional bodies and associations, ICMR or MCI.

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6. Permission of the HOD is sufficient for granting special Casual leave to Faculty upto Associate Professor (cadre) for attending conference / examinations upto 5 days.
7. Permission of Principal shall be obtained by Professors for duty leave / special casual leave upto 5 days and from DME upto 10 days.
8. Government permission is essential for trainings / fellowships etc. extending for more than 10 days at a time or for more than 15 days in total before proceeding from the station, even if the training is within the State.
9. Any travel outside the country shall require Government sanction and applications for leave should be submitted at least one month prior to the date of commencement of the programme. A Faculty can travel abroad on any type of leave other than or casual / compensatory leave with appropriate transfer of charge as per rules. Leave will be sanctioned at the discretion of concerned higher authorities without compromising regular work. More than two trips will not be permitted in a calendar year.
10. All Faculty members irrespective of seniority shall arrange for alternative arrangements in writing with information to the controlling officer at work place especially with respect to shift duties. Charge of specially assigned work and charge of administrative responsibilities wherever applicable.
11. Any violation or deviation from above guidelines shall be viewed seriously and would be liable for punitive action as per rules.

Sd/-
Dr. V. Geetha.
Director.

To,

1. Principal, Govt. Medical College / Dental College / Nursing College
Thiruvananthapuram / Alappuzha / Kottayam / Thrissur / Manjeri / Kozhikode
/ Idukki

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Junior Superintendent

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