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ESIC

தொழிலாளர் அரசு காப்பீட்டுக்கழகம்
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
தொழிலாளர் & வேலைவாய்ப்புத்துறை,
இந்திய அரசு
श्रम एवं रोजगार मंत्रालय , भारत सरकार
Ministry of Labour & Employment,
Govt. of India



सत्यमेव जयते

சார் மண்டல அலுவலகம்
उप क्षेत्रीय कार्यालय
SUB REGIONAL OFFICE
பஞ்சதீப்பவன், 1897, திருச்சி சாலை,
ராமநாதபுரம், கோயம்புத்தூர் - 45
पंचदीपभवन, 1897, त्रिची रोड, रामनाथपुरम, कोयंबतूर -45
Panchdeep Bhavan, 1897, Trichy Road,
Ramanathapuram, Coimbatore -45

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परिपत्र /Circular

Sub : Procedure to be adopted for availing EL/HPL/Commuted Leave – Reg

It has been observed that many officials are not following the instructions/laid down procedures while applying for various kinds of leave as a consequence of which leave sanctions/approval gets delayed. It is further to be noted that any leave marked in absentee statement must be supported by an ERP leave request, in absence of which, the period of leave is to be counted as absence and will lead to stoppage/deduction of salary. Therefore, all concerned officers/staffs are requested to abide by the instructions issued from time to time in letter and spirit. Common guidelines in this regard are reiterated herewith in the succeeding paragraphs.

Earned Leave:

1. It has been observed that many of the officials are in the habit of availing Earned Leave even for a short duration at very short notice. Earned Leave applications are also submitted after availing of the leave by the officials. Earned Leave cannot be availed as a matter of right and has to be approved well in advance before availing except in emergency circumstances. Henceforth Earned Leave application for short duration on short notice shall not be entertained. The officials are directed to avail Casual Leave due to them for such short duration or at a very short notice.

2. While forwarding the Absentees statement, BM/Supdt./BO must ensure leave request is processed in ERP and forwarded to Leave Approver before forwarding of the Absentees statement. Non forwarding of leave requests in ERP results in undesired pendency & Leave data mismatch between ERP and Service book.

3. It is also the **responsibility of concerned officials who have availed any leaves of the kind due and admissible except CL to ensure his/her leave requests have been forwarded to Admin Branch as well as processed in ERP by his/her reporting officer & branch officer within 15 days from the date of application.**

4. Absentees Statements received in Admin Branch without forwarding the Leave request in ERP to the Leave Sanctioning Authority will not be entertained and the same will be returned.

5. All the officials have to submit the Leave joining in ERP, after the sanction of availed leave.

6. If leave request and joining report are not submitted within time frame as stated above, it may lead to stoppage /deduction in salary.

Commuted Leave:

This office has been receiving a number of commuted leave applications from the officials of SRO Coimbatore and on scrutiny; it has been observed that proper procedure related to commuted leave/ medical certificates are not being followed in most of the cases. It leads to rejection/ non acceptance of commuted leave resulting in individuals' hardships and avoidable loss of productive time in communication arising out of it. In view of above, following is instructed to all for strict compliance:-

(a) Medical certificate for leave (**FORM 4**) or extension of leave (for commutation purpose) and Medical certificate of fitness (**FORM 5**) to return to duty must be two different certificates duly signed by the applicant on top and certified/ signed by authorized medical practitioner/(s) with Registration Number clearly mentioned must be submitted along with commuted leave application – as per format attached herewith.

(b) On occasions while an officer/official is already availing a pre approved leave and needs to extend his/her leave on medical grounds, must inform the leave approving authority/ administrative officer and to his respective branch officer well in advance i.e. before expiry of his already sanctioned leave period with a medical prescription issued by a medical practitioner; however, both the medical certificates as per sl.(a) above, to be furnished on report to the duty station along with the leave application. Non intimation for extension of leave on the above ground or without medical prescription would be dealt as absence from duty and further disciplinary action will be initiated against the defaulter for unauthorized absence.

(c) The practice of leaving Headquarters/ duty station for home town unauthorizedly without approval of competent authority/ concerned Branch officer and submitting the commuted leave application with Medical certificates on return (to Headquarters) is totally unacceptable and would invite disciplinary action. Such leave applications irrespective of supporting documents/ medical certificates will not be entertained for commuted leave purpose.

All Branches and Branch offices are instructed to forward the Absentee Statement in the prescribed proforma attached along with this circular.

यह संयुक्त निदेशक(प्रभारी) के अमोद से जारी किया जा रहा है।

This issues with the approval of Joint Director In-Charge.

उप निदेशक (प्रशासन)
DEPUTY DIRECTOR
(Administration)

सेवा मे/ To,

All the Officers/Officials, SRO Coimbatore.

All the Branches & Branch offices, SRO Coimbatore.

शाखा / BRANCH

विषय: 20 - 20 माह की लिए अनुपस्थिति विवरण

Sub: Absentee Statement for the month of 20 - 20

16. .20 से 15 .20 तक की अवधि के लिए अनुपस्थिति का विवरण नीचे दिया गया है:-

The Absentee statement for the period from 16. .20 to 15. .20 is detailed below:-

Sl. No.	नाम एवं पद श्री/श्रीमती/ Shri/Smt Name & Designation	छुट्टी का प्रकार & छुट्टी की अवधि Type of Leave & Period of Leave	इ.आर.पी. छुट्टी संख्या ERP Leave Number	क्या अवकाश अनुमोदनकर्ता को अग्रेषित किया गया है Whether forwarded to Leave approver in ERP	टिप्पणियां Remarks
1.					
2.					
3.					
4.					
5.					

उप निदेशक
DY.DIRECTOR

सं/No.56/Z/17/23/Absentee Statement/2023-Admn

सेवा में /To

The Deputy Director, Admin Branch/Cash Branch, ESIC, SRO, Coimbatore