

D.Dis.No.15377/E1/2/2016

Commissionerate of Indian Medicine  
and Homoeopathy, Chennai 600 106.

Dated 06.02.2017

Sub: Establishment - Indian Medicine and  
Homoeopathy Department - Requisition to avail  
weekly off, Casual leave and Compensatory leave -  
by Tamil Nadu Siddha Medical Officers'  
Association, Chennai - Reg.

Ref: Letter No.31/TANSMOA/2016 dt.15.11.2016 of the  
Secretary, Tamil Nadu Siddha Medical Officers'  
Association, Chennai

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In the reference cited, the Tamil Nadu Siddha Medical Officers' Association, Chennai have requested to issue orders to avail Casual Leave/Compensatory Leave and Weekly off by the Assistant Medical Officers. The orders on availing of Casual Leave/Compensatory Leave and Weekly off by the Assistant Medical Officers have already been issued vide this office letter D.Dis.No.18/E1/2/1999 dt.18.08.1999. However, the following procedures may be adopted as followed in Allopathy side for adherence:

- i Casual Leave eligible for 12 days in a Calendar Year;
- ii Compensatory Leave eligible for 20 days in a Calendar Year;
- iii Weekly off eligible for 6 days once which includes CL, CPL and actual days worked;
- iv Second Saturday is Holiday;
- v CPL is eligible only for Government Holidays declared by the Government;
- vi The leave should not be availed as a matter of right without causing any inconvenience to the Patients in any manner;
- vii No fixed weekly off is permissible where single Doctor is available, weekly off for one day for 6 days of duty may be permitted by mutual arrangement with the Pharmacist so that either staff will be available in the wing. Weekly off so availed should be properly informed to the controlling head of Allopathy system Medical Officer and to the District Siddha Medical Officer

concerned and specifically indicated in the Attendance Register;

- viii Fixed Weekly off as approved by the District Siddha Medical Officer may be followed where there are two Assistant Medical Officers are available, as prevailing in the Allopathy side. The availing of fixed weekly off should be indicated in the Attendance Register, without fail;
- ix The combining of Casual leave or Compensatory leave along with weekly off may be permitted for the maximum of 2 days provided it should not affect the work of the Wing;
- x Leaves other than Casual leave/Compensatory leave is combined with weekly off, the next weekly off will be eligible only after completion of 6 days of duty and
- xi On any account, the availing of Casual leave/Compensatory leave/weekly off should not affect the functioning of the Wing also the leave should not be claimed as a matter of right. All the leave should be intimated to the respective Head of Institution/District Siddha Medical Officer in advance, so as to make alternative arrangements.

Mohan Pyare,  
Additional Chief Secretary/Commissioner of  
Indian Medicine and Homoeopathy.


To

The Superintendent i/c,  
Arignar Anna Government Hospital of Indian Medicine,  
Chennai 600 106.

All the Principals of ISM&H Colleges

All District Siddha Medical Officers

/true copy/forwarded/

A handwritten signature in dark ink is written over a date stamp. The date stamp is printed in a bold, sans-serif font and reads '2-2-2017'.

Deputy Director (Admn.)