Government of Jammu & Kashmir

GOVT. MEDICAL COLLEGE,

10-Karan Nagar, Srinagar, J&K-190010

[HOSPITAL SECTION]

Subject:-Regulation of Child Care Leave (CCL)/ Earned Leaves in GMC Srinagar and its Associated Hospitals.

Circular

It has been observed that a large number of employees in GMC Srinagar and its Associated Hospitals are seeking Child Care/Earned Leaves. While genuine cases requiring such leave need to be considered sympathetically, simultaneous absence of a large number of employees, especially in departments already facing shortage of staff, puts considerable pressure on the available manpower and adversely affects patient-care services.

The problem assumes greater significance during the winter months when the patient load in the associated hospitals increases and adequate staff availability becomes essential for maintaining uninterrupted services.

In view of the above, all Heads of Departments, Medical Superintendents and other Controlling Officers are directed to ensure the following while processing requests for Child Care Leave:-

1. *At any given time, the number of employees availing leaves in a department/unit shall ordinarily be restricted to 10% of the actual in-position staff strength or two employees, whichever is less. For calculation of the permissible number, any fraction shall be rounded up to the next whole number, subject to the maximum limit of two employees.*
2. *Every application shall be examined on its merits, keeping in view the reasons for seeking leave, the period involved and the availability of staff in the concerned department/unit. No application shall be recommended without due consideration of its impact on the functioning of the department.*
3. *In cases involving genuine and compelling circumstances, relaxation of the above limit may be considered with the prior approval of the Authorities. Such cases shall be forwarded through the concerned Head of Department/Medical Superintendent, with specific justification.*
4. *The Heads of Departments and Medical Superintendents shall ensure that adequate staff remains available for the smooth functioning of their respective departments and that essential patient-care services, particularly in Emergency, ICU, OT and wards, are not adversely affected.*
5. *Requests for extension of leaves already sanctioned shall also be examined on the same parameters and shall not be recommended routinely. Any exceptional case requiring relaxation shall be submitted for approval in the manner prescribed above.*
6. *No employee shall proceed on leave or extend an existing spell of leave without obtaining formal sanction from the competent authority. Recommendation or forwarding of an application by the controlling officer shall not be treated as sanction of leave.*

All concerned officers shall ensure that these instructions are followed in letter and spirit. Medical Superintendents and Heads of Departments shall remain responsible for regulating

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leaves in their respective establishments and ensuring that the availability of staff is not allowed to fall below the level required for maintaining essential hospital services.

These instructions shall come into force with immediate effect and shall remain in force until further orders.

Sd/=
Masarat Hashim, JKAS
Administrator
Associated Hospitals GMC, Srinagar

NO:- GMCS/HS/2026/ 5766-78 **Dated:-** 19 **-11-2026.**

Copy for information to the:-

01. Commissioner/ Secretary to the Government, Health & Medical Education Department, J&K.
02. Principal/ Dean Govt. Medical College Srinagar
03. All Head of Departments, GMC Srinagar
04. All Medical Superintendents of Associated Hospitals, Srinagar for strict compliance.
05. FA/ Chief Accounts Officer, GMC Srinagar
06. Block Medical Officer, Block Hazratbal Srinagar
07. Dy. Registrar Academics, GMC Srinagar
08. Accounts Officer, Associated Hospitals Srinagar
09. Administrative Officer, Govt. Medical College
10. Officer In-charge IT section for uploading on the official website
11. Concerned file for record and reference.
12. General notice board.

19/11/2026.

Bashir Ahmad Bhat, JKAS
Personnel Officer,
Associated Hospitals, Srinagar