

OFFICE OF THE DIRECTOR (ADMN)
LOK NAYAK HOSPITAL, NEW DELHI-110002

No. PAVDir.(A)/LNH/2010/ 1160

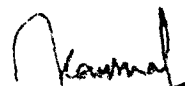
10 Dated: June 2011

CIRCULAR

As a matter of fact increment of all the government employees gets due on 1st July every year. In the present year also, Establishments are gearing up for this event. However, as a matter of pre-condition, the employees should be present in any of the shift duty or he should be on weekly off or approved Casual leave on the first of July. It has been the experience that the presumption of presence of all the employees in the few cases gets wrong and the Establishment happens to release the increment to even abstaining employees. This reflect very poorly on the Establishment.

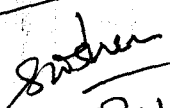
It is, therefore, advised that all the Branches, Unit incharge and Heads take personal care that employees absenting in the month of June should be invariably reported to the Establishment so that mistake in fixing the increment to the absent employees may be suitably avoided and proper action may be initiated against such unauthorized absentees.

The matter may be given your utmost attention and priority.


(AK KAUSHAL) 9/6
DIRECTOR (ADMN.)

To

1. All the Head of the Units.
2. All MOI/cs Lok Nayak Hospital,
3. All wards
4. DCA/DDO/Asstt. Director (Plg.) LNH
5. PA to MS/Addl. MS(A)/Director (A), LNH
6. MOIC (IT) for web updating
7. OS-1, OS-II, OS-III, OS-V, LNH
8. Notice Board.

ASST. PRWP.

10/6/11