

GOVERNMENT OF JAMMU AND KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
HUMAN RESOURCE MANAGEMENT BRANCH
Civil Secretariat, J&K.

Subject: Reconstitution of Departmental Designated Committee of Health and Medical Education Department.

Government Order No. **328**-JK (HME) of 2024
Dated: **09.05.2024**

In supersession of all previous orders on the subject, sanction is hereby accorded to the re-constitution of a Departmental Designated committee comprising of following members to examine the cases of doctors or any officer/official of Health and Medical Education Department/ subordinate offices for proper and timely disposal of cases pertaining to un-authorized absence/overstay on deputation/ study leave/NoC cases or any other relevant case:

1.	Special Secretary to Government Health and Medical Education Department.	Chairman
2.	Additional Secretary to Government (Dealing with HRM Section).	Member
3.	Additional Secretary to Government (Dealing with Health & Medical Education Section)	Member
4.	Under Secretary to the Government H&ME (Dealing with HRM Section).	Member Secretary
5.	Assistant Law Officer, Health and Medical Education Department. (Dealing with Health Section).	Member
6.	Assistant Accounts Officer Health and Medical Education Department (s)	Member

The committee shall be assisted by the Section Officer (HRM), Head Assistant and Senior Assistant (HRM) and the section to which the case(s) pertains.

The terms and references of the committee are as under:

1. To examine cases of doctors or any other officers/officials of subordinate offices related to the un-authorized absence/over-stay on deputation/study leave cases or other like cases and to make specific recommendations in such cases as may be referred to it.
2. To take cognizance of difficulties being faced by general public due to authorized/un-authorized absence of Doctors/Para Medical Staff etc while making recommendations in any such case.
3. To examine whether all pre-requisite conditions have been fulfilled, prior to deciding authorized/un-authorized period of absence.
4. To examine whether concerned Head of Department has furnished specific proposal/recommendation along-with documentary evidence.
5. To examine the intent of recommending authority for permission to undergo higher studies by any doctor/paramedics prior to formal approval/sanction of study leave by the competent authority.



6. To examine all re-percussions in allowing doctors to rejoin after un-authorized absence.
7. To examine any other, fully or partially related case, which may be referred to the Committee by the Department.
8. The Committee may recommend the cases in terms of relevant rules and make suggestion(s) to the competent authority.
9. To submit its recommendations based on prior rationale, reasonable justification & documentary evidence.

The committee shall adhere the following s:-

1. The Member Secretary of the Committee shall obtain the details of the cases from the concerned HODs quarterly.
2. Place the case(s) as received from the concerned HoDs before the designated committee quarterly for discussion/recommendations.
3. The Committee shall submit its recommendations to the authorities for approval.
4. The HRM Section shall dispose of the recommendations of Committee on case to case basis.

By order of the Government of Jammu and Kashmir.

Sd/-

(Dr. Syed Abid Rasheed Shah) IAS

Secretary to the Government

Dated: 09.05.2024

No. HME-HRM/29/2024-02(C.No. 7462264)

Copy to the:-

1. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
2. Joint Secretary (JK&L), Ministry of Home Affairs, Government of India.
3. Commissioner/Secretary to Government General Administration Department.
4. Special Secretary to Government, Health & Medical Education Department.
5. Director Finance, Health & Medical Education Department.
6. Director, Archives, Archaeology & Museums, J&K
7. Director, Health Services, Kashmir/Jammu
8. OSD to the Advisor (B) to Hon'ble Lieutenant Governor, J&K.
9. Additional Secretary to the Government (All) H & ME Department.
10. Deputy Secretary to Government, Health & Medical Education Department (All)
11. Under Secretary to Government Health and Medical Education Department.(All)
12. Assistant Law Officer, Health and Medical Education Department.(Dealing with Health Section).
13. All officers/officials of Health and Medical Education Department.
14. Assistant Accounts Officer Health & Medical Education Department.
15. PS to the Secretary to the Government, Health & Medical Education Department.
16. I/C Website H&ME.
17. Government Order file/Stock file/Monday Return file.

(Mushtaq Ahmad Khan) JKAS

Under Secretary to the Government