

OFFICE OF THE RESIDENT MEDICAL OFFICER
GOVT. OF NCT OF DELHI
CENTRAL JAIL TIHAR, NEW DELHI-64

NO.F.5/RMO/CJH/2012/1099-1100

Dated:- 22/8/12

1. A number of irregularities and shortcomings in the establishment department has come to my notice recently. A number of paramedical staff are not reporting for duty without any sanctioned leave and their salary is being released without even sending a notice to them.
2. Earned Leave and Medical Leave are not entered in Service Book and huge backlog is pending.
3. Neither leave Sanction Order are issued nor a copy is sent to Accounts department causing excessive payment to some of the staff members
4. Repeated verbal complaints are received from Staff regarding day to day working of establishment department.
5. Ministerial staff posted in this Office is neither reporting for duty on time nor staying in Office till designated time. Information regarding their leaves is never sent to this Office

As incharge of Establishment Branch, you are requested to look into these issues and take necessary disciplinary action against the negligent staff as per rule as well as remedial measures immediately for smooth and efficient functioning.

Key...
Officiating RMO
Central Jail Tihar
New Delhi - 64