



HEAD QUARTERS OFFICE  
EMPLOYEES STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI  
(ISO 9001-2000 CERTIFIED)  
WEBSITE-[www.esic.nic.in](http://www.esic.nic.in)



No: L-11/12/3/2011/Creation post-Admn Support/MEC

Dated: 27-10-2011

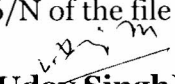
## OFFICE MEMORANDUM

### Sub: Leave Rules applicable to Teaching Faculty.

The undersigned is directed to refer to the subject as above and to state that representations received from Deans of the ESIC Medical Education Institutions in this regard have been examined at HQ office. In view of the pan-India presence of these Institutions, it is desirable to have uniform leave rules for teaching faculty. It has therefore been decided to adopt leave rules as follows:-

1. **CCS Leave Rules (1972) available to Specialists / GDMOs working in the Corporation will be applicable to teaching faculty also.**
2. **In addition**
  - a. **“Special Casual Leave” of 28 days per calendar year will be granted to teaching faculty for academic pursuits i.e. MCI Inspection, conduct of University Exam, attending CMEs and any other academic function.**
  - b. **This leave shall be sanctioned on submission of documentary proof regarding Appointment / Attendance, to the Dean.**
  - c. **This leave shall not be cumulative.**

Concurrence of Finance & Acct. Division, ESIC HQ, exists at page 6/N of the file

  
(Uday Singh)  
Joint Director (ME)

To,  
All Deans of ESI-PGIMSR / Dental College/ Medical College

Copy to  
All Medical Superintendents, Finance & A/ c branch of attached hospitals

  
Joint Director (ME)