



Baba Farid University of Health Sciences, Faridkot

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Date: 4/8/21

No. 08-BFUHS/Estt.-III/2021/ 14254

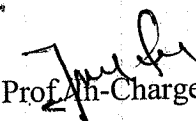
OFFICE ORDER

It has come to the notice of the Competent Authority that office order no. 14963-66 dated 01.09.2020 and 23749-57 dated 24.12.2020 are not followed properly by various constituent Colleges/ Institutes which delay in accomplishing the work in question and leads to unnecessary wastage of office time and man hours.

All the Respective Heads of all the Constituent Colleges / Institutes/Hospitals of University where Service Books of employees are maintained are advised to follow the following guidelines:

1. To send the complete case in Noting Form with Paper under consideration and Requisite rules.
2. The Noting must be duly signed and date is mentioned by the dealing Data Entry Operator/ dealing hand, dealing Assistant, dealing Supdt and at the conclusion by the respective head of that Institute. Thereafter sent to the University for getting the approval of the Competent Authority.
3. For getting approval of Earned leave and extension in Earned Leave, Child Care Leave, Ex-India Leave, Academic leave etc Performa available of the University website must be used.

These orders must be followed in letter and Spirit.

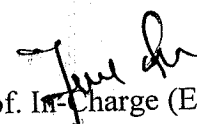

Prof. In-Charge (Estt)

Date: 4/8/21

Endst No. 08-BFUHS/Estt.-III/2021/ 14255-64

Copy to the following for information & **compliance**:-

1. SVC for information of the worthy Vice Chancellor
2. Registrar office
3. Principals of all Constituent Colleges, BFUHS
4. Medical Supdt, GGS Medical Hospital, Faridkot
5. Director, Advanced Cancer Institute, Bathinda
6. Joint Director, University Centre of Excellence in Research, Faridkot
7. Senior Medical Officer, Civil Hospital, Badal
8. Administrator, Civil Hospital, Jalalabad
9. All Branch Heads, BFUHS, Faridkot
10. In-Charge, IT Cell-to upload the same on University Website


Prof. In-Charge (Estt)