

No.A.12034/03/2012-CHS.V  
Government of India  
Ministry of Health & Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi-110011  
Dated: 9<sup>th</sup> July, 2013

OFFICE MEMORANDUM

**Subject: Grant of Study Leave/permission to pursue Post-graduate Degree/Diploma/DNB course by CHS Officers - Guidelines for.**

The undersigned is directed to refer to this Ministry's O.M. of even number dated 2<sup>nd</sup> November, 2012 on the subject cited above. It has been observed that cases of study leave received from various institutions/hospitals/CGHS Centres/participating units are deficient to the extent that check list is not filled, a certificate that 'no substitute is required' is not furnished, relevant Bond Form is not used/properly filled etc.

2. All concerned are, therefore, requested/advised to adhere to the guidelines contained in the said O.M. of 02.11.2012 and furnish 'no substitute required' certificate (*format enclosed*) invariably before forwarding the application(s).

Encl: As above.



(V.P. Rana)

Deputy Secretary to Govt. of India  
Tele: 23061527

To  
All participating units of CHS.

Copy to:

1. US(MKS)/US(LK)/US(RPA), CHS Division.
2. Section Officers of CHS-I/II/III/IV & VI.
3. NIC - Ministry of Health & Family Welfare with a request to upload this O.M. in the website of MoHFW/CHS Division.



(V.P. Rana)

Deputy Secretary to Govt. of India  
Tele: 23061527

(Name of the Institute/Hospital)

CERTIFICATE

This is certified that in the event of selection of Dr.\_\_\_\_(name & designation)\_\_\_\_\_ for \_\_\_\_\_(name & details of course/training/fellowship), which is of \_\_\_\_ (duration)\_\_\_\_\_, no substitute will be required and the work performed by the officer will be undertaken by internal adjustment during his/her absence on EoL/Study Leave for the said purpose.

Signed & stamped by  
Head of the Institution/Hospital

Date: