Government of West Bengal
Office of the Director
School Of Tropical Medicine
108, Chittaranjan Avenue, Kolkata – 700 073
Phone: 033-2212 3695/97 Fax : 033-2212 3698 Website: www.stmkolkata.org

Memo No. STM/DT/**347**/2026 Dated. 24/11/2026

CIRCULAR

Subject: Submission of leave applications sufficiently in advance by all employees of the Institution.*

It has been observed that a number of employees of this Institution are submitting leave applications at very short notice or after remaining absent from duty, except in cases of genuine emergency. Such practices cause administrative inconvenience and adversely affect the smooth functioning of academic, clinical and other essential services of the Institution.

In view of the above, all teaching and non-teaching employees, including faculty members, medical officers, nursing personnel, paramedical staff and ministerial and other supporting staff, are hereby instructed to submit their leave applications sufficiently in advance, preferably at least 7 (seven) working days prior to the proposed date of commencement of **casual leave (CL)** and **compensatory casual leave (CCL)** and 15 (fifteen) working days of **earned leave (EL)** and **child care leave (CCL)**, wherever the nature of leave permits such advance notice.

The following instructions shall be strictly adhered to:

1. All leave applications must be submitted through proper channel to competent leave-sanctioning authority.

2. Leave shall be availed only after obtaining prior approval/sanction from the competent authority, except in cases of **genuine emergencies**.

3. In case of sudden illness or other unavoidable circumstances, the employee concerned must inform the **immediate controlling authority** as early as possible and submit the formal leave application along with supporting documents, wherever applicable.

4. Submission of a leave application shall not, by itself, be treated as approval of leave.

5. Heads of Departments/Sections shall ensure that leave applications are forwarded in time and that adequate arrangements are made to maintain uninterrupted patient care, academic activities and essential institutional services.

6. Absence from duty without prior sanction of leave, except in circumstances recognized under applicable service rules, may invite appropriate administrative action as per prevailing rules.

All Heads of Departments/Sections are requested to communicate these instructions to the employees working under their respective control and ensure strict compliance.

This circular comes into effect immediately and has been issued in the interest of administrative discipline & uninterrupted functioning of the Institution.

Director
CALCUTTA SCHOOL OF TROPICAL MEDICINE
Kolkata - 700 073

Director
School of Tropical Medicine, Kolkata

Memo No. STM/DT/**347**/2026/1(6) Dated. 24.11.2026

***Copy forwarded for information and necessary action please:**

1. The Medical Superintendent-cum-Vice Principal.
2. All Heads of Departments.
3. Assistant Superintendent (NM), Admin & CHTD
4. All Administrative and Sectional Heads.
5. Office of the Director – Guard File.
6. Notice Board / Institutional Website.

Director
School of Tropical Medicine, Kolkata

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