



**MEDICAL TEACHING INSTITUTION – ABBOTTABAD**  
**[AYUB MEDICAL COLLEGE – AYUB TEACHING HOSPITAL]**

No-AMTIA/18/2017

March 03, 2017

**NOTIFICATION**

In pursuance of section 24 of Khyber Pakhtunkhwa Medical Teaching Institutions Act 2015 (Act IV of 2015), and the powers vested in the Board of Governors of the Institution, the Board of Governors hereby make the following regulations:

1. These regulations shall be called Standard Operating Procedure (SOP) for availing leave at MTL, Abbottabad.
2. These regulations shall come into force with immediate effect.
- ✓ 3. Following officers shall apply for all type of leave directly to the Chairman BOG:
  - i. Dean
  - ii. Medical Director
  - iii. Hospital Director
  - iv. Secretary to the BOG
4. Following officer shall apply all types of leave to Hospital Director:
  - i. Nursing Director
  - ii. Finance Director
5. All employees' requests for Extra-Ordinary Leave (EOL) of all types will be put up to Board.
6. All Ex-Pakistan leaves for more than 15 days will be put up to Chairman of the Board except leaves for Umra and Hajj.
7. No EOL (in Pakistan or ex-Pakistan) of more than 90 days will be allowed.
8. All leaves must be approved prior to proceeding on leave.
9. Application for grant of Leave and Maintenance of Leave Record, following system shall be followed:



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- (i) Complete physical record of all type of leaves i.e. Casual, Earned, Emergency, Sick leave shall be maintained by the Establishment Departments of AMC/ATH.
  - (ii) No employee shall proceed on leave (casual/earned/emergency) without prior approval of the leave. Leaving a note or just informing the department will be treated as absence from duty.
  - (iii) Leave applications (casual/earned/emergency) of all Faculty of AMC/Doctors of ATH shall be approved by the Dean/Medical Director.
  - (iv) Leave applications (casual/earned/emergency) of all other staff of AMC/ATH shall be approved by the concerned Head of Department.
  - (v) Short Leave are to be availed for urgent work only. Frequent short leaves will not be allowed by the supervising officer.
  - (vi) An employee who avails three 'Short leaves' in a month, will lose one casual leave from his annual quota. If there is no casual leave left, then days will be subtracted from earned leave.
  - (vii) When leave is requested, the applicant shall nominate his/her cover during his/her absence. The person so nominated will sign on the application stating that he/she will provide the cover.
  - (viii) Heads of two units of the same discipline shall not proceed on leave at the same time i.e. Head of two Gynae and Obs Units shall cover each other. The same shall apply to the Departments of Medicine and Surgery.
  - (ix) In case there is only one unit, then the next senior person in line will provide cover and confirm so in writing. At the same time a copy shall be sent to the Head of their particular discipline, in case administrative measures are required.
  - (x) All Clinical Unit Heads shall apply for leave to the Medical Director who will recommend it to the Dean for approval and record. Junior Officers shall have their applications recommended by the Unit Head and forwarded to the Medical Director for approval.

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- (xi) All Non Clinical Unit Heads shall apply for leave to the Hospital Director. Junior Officers shall have their applications recommended by the respective senior officers/unit heads and then sent for approval to the Hospital Director.
- (xii) Giving an application for leave is not to be taken as automatic approval. It may not be approved for operational reasons e.g. Emergency Situation at the Institution.
- (xiii) Habitual late comers after availing casual/earned leave shall be called to appear before the Disciplinary Committee and action will be taken against them.
- (xiv) The Dean/ Medical Director/Hospital Director/Nursing Director/Finance Director shall ensure that those working under them comply with these leave regulations.
10. The Dean, Medical Director, Hospital Director, Finance Director and Nursing Director shall prepare a circular to all the Clinical, Finance and Accounts and Nursing staff that going to private Nursing Homes or Hospitals , during working hours is strictly forbidden and will result in disciplinary action. Those who continue to do so will be reported to the BOG for appropriate action.
11. These leave instructions shall be made known to all employees of AMC and ATH through posting on the Notice Board in English and Urdu.
12. The MTI Abbottabad shall continue to follow the Khyber Pakhtunkhwa Government Rules on all types of admissible leaves.

**By Order of the  
Board of Governors**

Secretary Board of Governor  
Maj(Retd) Dr.Siddiqui Rehman

**Distribution:-**

- 1:-Hospital Director
- 2:-Medical Director
- 3:-Dean AMC
- 4:-Director Finance
- 5:-Director Nursing
- 6:-Establishment ATH
- 7:-Establishment AMC