



**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH HAHC HOSPITAL
GURU RAVIDAS MARG, NEW DELHI-110062**

04.04.2026

AMENDED OFFICE ORDER

This is in continuation of *Office Order vide Dy. No. 2195 dated 18.12.2025* regarding attendance and leave deduction.

It has been observed that certain faculty members and staff of HIMSAR & HAHC Hospital were not adequately informed about the provisions of the aforementioned order. In order to ensure clarity and uniform compliance, the guidelines related to attendance and leave deduction are reiterated as under:

Attendance and Leave Deduction Rules:

1. If an employee reports late or leaves early by one (01) hour, half-day Casual Leave shall be deducted.
2. If an employee reports late or leaves early by thirty (30) minutes on more than three occasions in a month, one (01) full day Casual Leave shall be deducted.
3. The above deductions shall not be applicable in cases where prior written approval has been obtained from the concerned Head of the Department.
4. In case of late arrival, the concerned faculty/staff member must intimate the HR Section accordingly.

All faculty members and staff are advised to adhere strictly to the above guidelines.

This order shall come into force with effect from 01.04.2026 and must be strictly complied.

**Prof. (Dr.) Musharraf Husain,
Dean/Principal,
HIMSAR & HAHC**

Copy to:

1. Medical Superintendent, HIMSAR & HAHC
2. All Heads of the Department, HIMSAR & HAHC
3. Incharge – HR, HIMSAR & HAHC
4. Asst. Medical Superintendent, HIMSAR & HAHC
5. Sr. PS to CEO, HIMSAR & HAHC
6. Notice & Circulars – HIMSAR's Website

