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संजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow-226 014 (India)

No. **848**/PGI/DIR/DC/2021

RSD: 6890/19

Dated : 6th December, 2021

Circular

e-office application is implemented at SGPGIMS vide office order no: 590/PGI/DIR/DC/2021 dated: 03-Aug-2021 from 01-Sep-2021. In continuation to the above it has been decided that:

1. Processing of all type of leaves applied by employees/officers related Joint Director (Administration) establishment will be carried out through e-office software application from **15th December, 2021**.
2. The employee/officer will apply leave on HRMS in HIS system; get it forwarded and recommended by competent authority (HOD/Nodal Officers etc).
3. The competent authority will send the leave application through e-office software application to Joint Director (Administration) on e-office id:
Akhilesh K Verma—RSD008.JDA- -O/O Joint Director (Administration) (SGPGI) for processing of leave through e-office software application.
4. No new files will be created in physical form from **15th December, 2021** except confidential file/urgent matter file with due permission of Joint Director (Administration).
5. RSD Cell ADM block should ensure that no new RSD no for files to be generated from **15th December, 2021**.


(R. K Dhiman)
Director

Copy to:

1. Director, SGPGIMS
2. Additional Director
3. Dean/CMS/MS/FO/ER/JDA/JDMM//FIE/FIR
4. All HOD's
5. All In-charges and Section heads
6. HOD BHI to kindly upload on SGPGI website and circulate through e-office/email
7. Mr. AB Prajapati, RSD Cell ADM Block


(R. K Dhiman)
Director