

Government of Tripura  
Health & Family Welfare Department  
Agartala

Dated, 9<sup>th</sup> Jan. 2020

**NOTIFICATION**

Agartala Government Medical College has framed and formulated Post Graduate Leave Rules for the Post Graduate Trainees (Sponsored and Open) considering all aspects as well as academic and for the interest of public service.


The under-mentioned leave rules and norms give details about the different types of leave and how they can be availed off. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions :

1. The PG degree students who takes admission and whose admissions are approved by the university during the academic year shall have to complete three years (36 months) of study periods including the period of examinations.
2. The students should have academic year wise compulsory attendance of 80% to be eligible to appear in University Examination
3. Departmental manual attendance record will be considered while deciding annual attendance for a particular student.
4. All the PG students can enjoy 12 days casual leaves in an academic year. This leaves is to be granted by the head of the department.
5. Maximum permissible continuous leave of absence by any student is 10 (ten) days.
6. Outstation students may utilize their annual permissible casual leaves to a maximum of 10 (ten) days for going home. Such leave application must be forwarded by the concerned HOD to the Principal.
7. No post - facto leave will be granted. It is the responsibility of the student to inform the authority and apply for leave in time even when they are out of station.
8. An additional 18 (eighteen) days Special Casual Leave in the first year and 24 (twenty four) days leave in the second and third year may be granted for attending court summons, attending national level conferences/ short courses/ sporting & cultural events (maximum of two in an academic year), unavoidable circumstances like engagement (self), marriage (self), illness (self), illness of family members, death of family member and other unforeseen events but not for going home on unrelated grounds. These leave cannot be combined with the casual leave. Maximum permissible leave related to attending conferences including travel is 8 (eight days) in an academic year.
9. Maximum permissible leave for any PG student is 30 (thirty) days in the first year and 36 (thirty six) days in the subsequent years that are inclusive of casual leaves. However, the same cannot be demanded as a matter of right.
10. Leaves exceeding the permissible Casual and Special Leaves (Separately) shall be treated as 'Unauthorised leave' and necessary action shall be taken up as per rules.



11. There is no separate maternity or paternity leave except for the fact that it will be considered under the permissible leaves of the academic year.
12. The study period of those candidates who avail maternity leave up to 120 days (4 Months) will be extended to the extent of maternity leave availed. They will be eligible to appear for the examination only after completion of three years of study period (duration of course) as per Medical Council of India Regulation.
13. No students should leave station without prior station leaving permission from the Head of the Institute through proper channel. Station leaving without prior approval of the competent authority (even in emergency situation) will be treated as 'Unauthorised Leave' and action will be taken as per rule.
14. If the leave duration exceeds maximum permissible leave for that academic year, the course duration will be extended for another 6 (six) months automatically. Further, if the duration of absence exceeds 72 (seventy two) days in an academic year, the course duration will be exceeded for 1 (one) year.
15. Students who will absent themselves without information and permission of the competent authority as well as students who will not report after their sanctioned leave must be reported by the HOD concerned to the Principal for necessary action.
16. Training period of students who are deputed by the institute to another established institute for training on facilities not available at AGMC shall be treated as on duty subject to production of completion certificate from the training institute.
17. Combined leave application by a group of PG students shall not be entertained.

This is issued as per the approval of the Health & Family Welfare Department, Government of Tripura Vide U.O.No.5005/Secy(HFW) dated 27<sup>th</sup> Dec. 2019 and U.O. NO. 5649/CM/2019 dated 31<sup>st</sup> Dec. 2019.

  
(Smt. Anima Debbarma)  
Under Secretary to the  
Government of Tripura

To

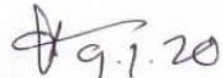
1. All HOD/I/C HOD, Dept. of \_\_\_\_\_ with a request to kindly follow and maintain leave records of their respective discipline.
2. Notice Board / PG Hostel / Ladies' Hostel, AGMC.

Copy to:

1. Director, Medical Education, Govt. of Tripura.
2. Medical Superintendent, GBP Hospital & Head of Office, AGMC.
3. Dr. Debasish Chakraborty, Assoc. Prof., Physiology, & Centre In-charge, Examination, AGMC.
4. Dr. Debasis Ray, Assoc. Prof., Pharmacology and I/c Examination, AGMC.
5. Dy.MS (MCP), AGMC.

Copy also to:

1. P.S. to the Secretary (Health), Govt. of Tripura, for kind information to Secretary.

  
Under Secretary to the  
Government of Tripura