



ICMR

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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार  
ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
And Family Welfare, Government of India

No.02/Leave Circular/2024-25/2603

Date:-20.02.2025

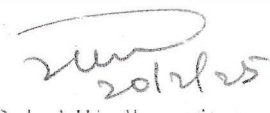
**CIRCULAR**

**Subject:** Mandatory Update of Aailed Leave Records by 25<sup>th</sup> February 2025

It is hereby directed that all concerned employees should ensure that leaves availed by them till Dec 2024 **need to update by 25<sup>th</sup> February 2025**. This includes all types of leaves taken, such as sick leave, casual leave, duty leave, Earned leave and any other leaves, for the purpose of updating their leave balance in the service book and e-leave system.

Failure to update the leave records within the stipulated time will result in the concerned department updating them based on available data, treating them as Earned Leave and deducting the days from the earned leave balance. To avoid incorrect Earned leave balance Employees are, therefore, advised to review and verify their leave status to avoid any discrepancies.

This circular is issued with the approval of the Competent Authority.

  
(राहुल वाधवानी/Rahul Wadhvani)  
प्रशासनिक अधिकारी /Admin Officer

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Dr. L. K. Sharma for request to upload on website