



**Institute Of Human Resources Development  
Chackai, Thiruvananthapuram-24**

No. IHRD/1520/2023-EB1

Dated, 27-01-2024

**CIRCULAR**

**Sub:-** IHRD- Availing of Leave Without Allowance on Medical Grounds – instructions - reg.

**Ref:-** Circular No. 36/94/Fin dt. 14/06/1994.

It has come to the notice of the undersigned that certain employees misuse the facility of LWA on Medical Certificate for long periods with a view to enjoy all service benefits, flouting all guidelines for submission of application for LWA on MC. In order to avoid undue delay in submitting and processing leave applications, strict instructions had been issued by the Government as per the Circular under reference, wherein, it is specified that LWA on Medical Certificate for long periods including piecemeal applications shall be processed immediately so that the leave sanctioning authority will not be deprived of a chance to seek a second medical opinion, if the genuineness of the MC is doubtful.

2. In the circumstances, it is informed that all employees those who proceed on LWA should place the leave application before the leave sanctioning authority supported by ample and convincing proof to corroborate, beyond any trace of doubt, the ground on which leave is applied for. Therefore, unless the leave application for Medical Leave reaches the leave sanctioning authority sufficiently early, so that the authority gets sufficient time to seek a second medical opinion, if it so desires, the leave application shall be summarily rejected and such applicants will have to apply for LWA otherwise than on MC.

  
**DIRECTOR**

**To:**

1. All Heads of Institutions
2. Executive Engineer
3. Finance Officer
4. Administrative Officer
5. Accounts Officer
6. PA to Director
7. All Sections Heads, IHRD Headquarters
8. SF/OC