

Sub:- DME - APMES – Certain instructions for submitting of any proposals by Directors / Principals / Superintendents - Reg.

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All the Principals of Medical Colleges, Superintendents of Teaching hospitals and Directors of RIMS under the control of Director of Medical Education, A.P. Hyderabad, are hereby informed that, before submitting any proposals to the DME, A.P. Hyderabad for Regularisation of services, Language test exemption, Declaration of probation period, sanction of SGP scales and PG lien / deputation and leave etc., ensure each and every item verified properly and enclosed the following documents along with proposals for issue of necessary orders.

1. For Regularisation of services & exemption from passing of Telugu Language test and declaration of probation period:

a) for Antecedents verification the following document to be furnished.

- i) Revised attestation forms duly filled in 6 sets,
- ii) copies of all the study certificates and Bonafide certificate,
- iii) first appointment order copy,
- iv) First appointment date of joining into service
- iv) SSC certificate :
- vi) Service satisfactorily certificate

b) After receiving the antecedents verification report from Addl. DGP, Office, the following documents required for Regularisation of services & declaration of probation period.

- i) Service Register, with up to date entries
- ii) Service satisfactorily certificate
- iii) Attested copy of Marks memo of SSC / SSLC / HSC for exemption from passing of language test in Telugu, if studies in Telugu medium (or) Telugu as I & II Language (or) passing of Telugu language test conducted by APPSC.
- iv) No charges & No dues pending certificate,
- v) filled in Proforma I & II.
- vi) Leaves availed and sanctioned; if any (pl. mention clearly)
- vii) Passing of Account test for E.O;s with Hall ticket No and Date of test should be entered in the S.R (it is must for declaration of probation period)

2) For Automatic advancement Scheme (AAS) the following documents required:

- i) Application of the individual
- ii) Filled in Proforma
- iii) Service Register of the individual with upto date entries (Leaves, AGI's etc)
- iv) No charges pending certificate and No dues pending certificate.
- v) Leave availed and sanctioned if any (please mention clearly)

3. For sanction of Leaves

- i) Prior leave Application of the individual.
- ii) Joining report and date of reporting for duty from leave.
- ii) leave eligibility and balance (Earned Leave / HPL) to be furnished as on date i.e. before the doctor proceeded on leave.

4. For selection of PG course (for in-service doctors) :

a) service certificate filled by the applicant and counter signed by the concerned Principal / Superintendent / Director RIMS , with all service particulars as per guidelines issued and also verify the minimum service required and left over service for eligibility should be more than 5 years of service after completing the PG course.

b) for relieving of PG course, after selection:

- i) application of the individual doctor.
- ii) PG admission order
- iii) service certificate copy issued by DME., for PG entrance.
- iv) No dues pending certificate.

c) for sanction PG lien / Deputation :

- i) Application of the individual,
- ii) PG selection order.
- ii) date of relieving order
- iii) date of joining into PG course order
- iv) Original Bond submitted by the individual,
- v) Non-availment of in-service PG lien / deputation earlier certificate.
- vi) No dues pending certificate.

Further the officers concerned are requested to verify the Service Register and see that the annual grade increments shall be drawn only w.e.f. the date on which he was declared to have been completed his / her probation period satisfactorily, otherwise the Annual grade increments shall not be released and intimate to the individual, as per F.R. 31(A)2(1)(a). And also inform that the revised attestation forms along with all relevant documents should be sent to this directorate for regularisation of services whose services, are not regularised.

Any other proposals:

Please submit any proposals in detail along with specific remarks, recommendation and justification duly enclosing the relevant / necessary documents. Not to submit / forward any proposals simply.

Note: i) Submit all the proposals in detailed covering letter to the DME,A.P. Sultan Bazar, Hyderabad – 500095.

ii) Not to send any proposals directly to the DPH&FW / Commissioner of A.P. Vaidya Vidhana Parishad, Hyderabad.

Any doctor who is on unauthorised absence more than 3 months, the Officers concerned are requested their services may be surrender to DME, AP. Hyderabad along with his / her residential address.

Sd/- Dr. G. Santa Rao
Director of Medical Education

To:

The Director, RIMS, Kadapa / Ongole / Srikakulam / Adilabad.

All the Principals of Govt. Medical Colleges in the State.

All the Superintendents of Teaching hospitals, in the State.

Copy to the CIO of this office with a request to upload the circular & keep in the DME web site and email to all the addresses.