



**OFFICE OF THE SUPERINTENDENT OF POLICE, HQRS U.T., CHANDIGARH**  
**ADDL.DELUX BUILDING, SECTOR - 9 CHANDIGARH -160009**

**ORDER**

It has been observed that medical rest cases of Chandigarh Police personnel are not being dealt with in a uniform manner across the units. This order is being issued to streamline the procedure regarding the same, in accordance with provisions of Central Civil Service (Leave) Rules 1972.

A non-Gazetted police official while applying for medical rest has to produce a medical certificate in Form 4 (Annexure 'A') given by Government Hospital i.e. PGI, GMSH-16, GMCH-32, Chandigarh preferably or by an Authorized Medical Attendant or Authorized Doctor of the private Hospital, in exceptional circumstances when it is not possible to get the certificate from Govt Hospital. Further non-Gazetted officials who fall ill during period of duty or leave, away from the Headquarters, will have to produce Medical Certificate in Form 4, given by an Authorized Medical Attendant or by Registered Medical Practitioner if there is no Authorized Medical Attendant available within a radius of 8 km from his residence or place of temporary stay outside his Headquarters. Medical certificate can be got issued from private Doctor only in the circumstances when it is difficult to obtain Medical Certificate from a Doctor in a Government Hospital/Dispensary or an Authorized Medical Attendant, defining clearly the nature and probable duration of illness.

Accordingly, all the unit In-charge/SHOs/MHCs are directed to get the medical rest papers of Chandigarh Police employees in Form 4 as per Central Civil Service (Leave) Rules 1972, verify the same and put up the same to the competent authority (concerned SP/SSP) for approval of medical rest.

On completion of the medical rest, police personnel will have to compulsorily produce the fitness certificate in Form 5 (Annexure 'B') from the same doctor who issued medical rest in Form 4. Approved medical rest, alongwith fitness certificate, will be forwarded through concerned SP/SSP to Supdt. (Admn) for processing of medical leave as per rules.

Further, all police personnel and concerned unit In-charge/ MHCs are hereby directed to comply the directions as given below:-

1. All medical rest paper/fitness certificates issued by the Authorized Doctor will be verified by the concerned unit In-charge/MHCs under his/her proper signatures, before submitting the same to concerned SP/SSP through proper channel for approval.

2. In case medical rest/fitness certificate issued by the Medical officer/Authorized Doctor from outside Chandigarh, concerned official should communicate to his/her unit without delay and MHC should ensure to lodge DDR immediately and send the information to concerned SP/SSP through DSP. As and when official joins his/her duty, he/she will be required to submit the original medical rest paper/fitness certificate issued by the Doctor in Form 4/Form 5. After verification, the concerned unit In-charge/MHCs will forward the same to concerned SP/SSP for approval.
3. In case of any doubt of medical certificate submitted by the officials, same may be got verified through PEB branch and disciplinary action will be taken against the official if certificate is found not genuine.
4. In case fitness certificate is not produced on resuming duty after completion of medical rest, medical rest period will be treated as period of Leave Without Pay and appropriate departmental action may also be initiated by the competent authority.

This issues with the approval of competent authority.



(Ketan Bansal), IPS  
Superintendent of Police/Hqrs,  
Union Territory, Chandigarh.

No. 25588-628/UTE7 UT, Chandigarh the:- 15/6/2023

A copy is forwarded to the following for information and strict compliance:-

1. R/W/DGP
2. R/IGP
3. R/DIGP
4. R/SSP/UT, SSP/Traffic & Crime,
5. R/SP/HQrs, SP/Crime & Intelligence,
6. R/SP/Oprs & City.
7. R/SP/Commandant.
8. All SDPOs/DSsP to circulate the same in all units under their jurisdiction.
9. AC(F&A), SO/Accounts
10. Supdt/(Admn.), Supdt.(Accounts), Supdt.(procurement),
11. I/C Computer Section: to upload the Chandigarh Police Website.
12. I/C PEB, OB.

**FORM 4**

[See Rule 19]

**MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION  
OF LEAVE OR COMMUTATION OF LEAVE**

Signature of the Government servant.....

I,..... after careful personal examination of the case hereby certify that Shri / Shrimati / Kumari..... whose signature is given above, is suffering from .....and I consider that a period of absence from duty of .....with effect from .....is absolutely necessary for the restoration of his / her health.

Authorized Medical Attendant  
.....Hospital / Dispensary  
or other Registered Medical  
Practitioner

Dated.....

NOTE 1- The nature and probable duration of the illness should be specified.

NOTE 2- This Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

NOTE 3.- Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, who shall express an opinion both a regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Government servant to appear before himself or before a Medical Officer nominated by himself.

NOTE 4.- No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

**FORM 5**  
[See Rule 24 (3)]  
**MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY**

Signature of the Government servant .....

We, the members of Medical Board

I, ..... Civil Surgeon/Staff Surgeon. }  
Authorized Medical Attendant } of....  
Registered Medical Practitioner }

do hereby certify that we / I have carefully examined Shri / Shrimati I Kumari .....whose signature is given above, and find that he/she recovered from his I her illness and is now fit to resume duties in Government service. We / I also certify that before arriving at this decision, we If have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our / my decision.

Members of the Medical Board

(1).....

(2).....

(3).....

Civil Surgeon / Staff Surgeon  
Authorized Medical Attendant  
Registered Medical Practitioner

Dated.....

NOTE.- The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate. For this purpose, the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the Government servant concerned.