



**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.