

CIRCULAR



No. SO(NC-II)Misc-5/Ex.P/2024
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE AND MEDICAL
EDUCATION DEPARTMENT

Dated Lahore the 11th September, 2024

To

1. Director General Nursing, Punjab, Lahore
2. Director, Institute of Blood Transfusion Services, Punjab, Lahore
3. Medical Superintendent/ Executive Directors/ Chief Executive Officers of all Tertiary Hospitals in Punjab.
4. All Principals, College of Nursing in Punjab.

Subject: **ABSENCE REPORT OF CHARGE NURSES**


Kindly refer to the subject noted above.

2. I am directed to intimate that the Competent Authority has taken serious notice that a number of Charge Nurses did not join back after expiry of their leaves or otherwise left the duty without approval of leave from the Competent Authority. The concerned Medical Superintendent / Executive Director/ CEO/ Principal did not bother to submit their absence report to SHC & ME Department timely. Owing to which, their absence cases remained unattended which later on created litigation in different forums.

3. Foregoing above, you are hereby directed to submit "ABSENCE REPORT" of charge nurses who are "absent from duty for more than One Year" within 07 days. Following documents may also be attached with the aforesaid report:

- i. CNIC Number of absentee Charge Nurse.
- ii. Regular appointment orders.
- iii. Last posting orders issued by SHC & MED

4. The matter may be treated on TOP PRIORITY basis.


(ABDUL JABBAR)
SECTION OFFICER (NC-II)

C.C.

1. PA to Additional Secretary (Estt), SHC & ME Department.