

**Office of the District Medical and Health Officer, Krishna,
Machilipatnam**

Rc.No.95/E1/2026

Dated; 12.01.2026

Sub:- Estt-Public Services-Eligibility of Casual Leave facility / CCLs facility to women employees and Day off to eligible employees – Employees of Regular/Contract/ Outsourcing working in PHCs/PPunit/Other medical institutions and UPHCs in Krishna District-Certain instructions-Issued.

- Ref:- 1]G.O.Ms.No. 784 Medical & Health Department,Dated;08.12.1979.
2]Memo No.1082740/4/HR. IV-FR&LR/2020, Dated;02.05.2020 of the Secretary to Government Finance Department.
3]Cir.Rc.No.1773987/CHFW/SPMU-NHM/2023, Dated;23.02.2023 of the CH&FW&Mission Director, NHM.
4]G.O.Ms.No.39 Fin(HR.I-PLG. Policy) Department, Dated;11.04.2023
5]Cir.Memo.No.2314698/CHFW-NHM/2024, Dated;25.01.2024 of the CH&FW&Mission Director, NHM.
6]Memo.No.2314698/B1/2025, Dated;04.03.2025 of the Special Chief Secretary go Government communicated Vide Rc.No.1334/ CHFW/ NHM/2024, Dated;07.03.2025 of the CH&FW & MD, NHM.
7]Cir.No.1773987/CHFW/NHM/SPMU/2023-25, Dated;24.12.2025 of the Commissioner of HM&FW, Mangalagiri, AP.

#

According to the above references cited, the staff (Regular/Contract/Out Sourcing) working in PHCs/PPunit/Other medical institutions and UPHCs under NUHM are eligible to avail Casual Leave facility and CCL facility to women employees and Day off to eligible employees as follows;

Regular/Contract/Out sourcing employees working in PHCs (24x7)of Krishna District						
SL No	Name of the post	Employee Type	No. of CLs eligible	No. of CCLs eligible	No. of additional CLs to women employees	Optional Holidays
1	Medical Officer(M)	Regular	15	10	0	5
2	Medical Officer (F)	Regular	15	10	5	5
3	Community Health Officer (M)	Regular	15	0	0	5
4	Community Health Officer (F)	Regular	15	0	5	5
5	MPHEO	Regular	35	0	0	0
6	Health Educator (M)	Regular	35	0	0	0
7	Health Educator (F)	Regular	35	0	5	0
8	PHN(NT)	Regular	35	0	5	0
9	Staff Nurse	Regular	35	0	5	0
10	Staff Nurse	Contract	35	0	5	0
11	MLHP/CHO	Contract	15	0	5	0
12	Senior Assistant	Regular	15	10	5	5
13	Junior Assistant	Regular	15	10	5	5
14	L.D.Computor	Regular	15	10	5	5
15	Pharmacy Officer	Regular	35	0	5	0
16	Pharmacy Officer	Contract	35	0	5	0
17	Lab-Technician Gr-II	Regular	35	0	5	0



18	Lab-Technician Gr-II	Contract	35	0	5	
19	MPHS(M)	Regular	35	0	0	0
20	MPHS(F)	Regular	35	0	5	0
21	MPHA(M)	Regular/ Contract	35	0	0	0
22	MPHA(F)	Regular/ Contract	35	0	5	0
23	Office Subordinate & Other Class-IV (M)	Regular	15	10	0	5
24	Office Subordinate & Other Class-IV (F)	Regular	15	10	5	5
25	MNO	Regular	35	0	0	0
26	MNO	Contract	35	0	0	0
27	FNO	Regular	35	0	5	0
28	FNO	Out Sourcing	15	0	5	0
29	Sanitary Attender cum Watchman (M)	Out Sourcing	15	0	0	0
30	Sanitary Attender cum Watchman (F)	Out Sourcing	15	0	5	0
31	Contingent Worker	Out Sourcing	15	0	0	0

If any deviat...

No

Contract/Out sourcing employees working in UPHCs of Krishna District

SL No	Name of the post	Employee type	No. of CLs eligible	No. of additional CLs to women employees
1	Medical Officer (M)	Contract	15	0
2	Medical Officer(F)	Contract	15	5
3	Staff Nurse	Contract	15	5
4	Pharmacist Gr-II (M)	Contract	15	0
5	Pharmacist Gr-II (F)	Contract	15	5
6	Lab-Technician Gr-II (M)	Contract	15	0
7	Lab-Technician Gr-II (F)	Contract	15	5
8	DEO (M)	Out Sourcing	15	0
9	DEO (F)	Out Sourcing	15	5
10	LGS (M)	Out Sourcing	15	0
11	LGS (F)	Out Sourcing	15	5

The Medical Officers of PHCs and UPHCs are hereby instructed to take necessary action accordingly while sanctioning of Casual Leaves and other leaves to the staff working under their control and strict compliance.



If any deviation on the above necessary action will be initiated as per rules in force.

NOTE: - The employees those who are availing 35 days of Casual leave in a calendar year are entitled to avail weekly off after attending 6 days' duty in a week.

//Attested//

Deena B. Rao
Administrative Officer

To

Sayaji
12/1/26
12/1/2026
All the Medical Officer of PHCs in Krishna District
All the Medical Officers of UPHCs in Krishna District
Copy to the Programme Officers in the District
Copy submitted to the Collector and District Magistrate, Krishna, Machilipatnam for favour of information.

Sd/- Dr.P.Yugandhar.,
District Medical and Health Officer
Krishna, Machilipatnam

