# Annex 4

**Human Resources Directorate**

Luxembourg,

Inspection Order

,........................................................................................ (*name and title*), in his/her capacity as Appointing Authority and as the authority empowered to conclude contracts of employment (AECCE), pursuant to Decisions No 10-2016 and 11-2016 on the delegation and sub-delegation of powers of the appointing authority and of the authority empowered to conclude contracts of employment,

hereby instructs Dr...................................................................................................... (*name and address of practitioner*), in his/her capacity as:

|  |  |  |
| --- | --- | --- |
| General practitioner/occupational physician | Psychiatrist | Orthopaedic specialist |

in accordance with Article 59(1) of the Staff Regulations of Officials, as well as Articles 16 and 91 of the Conditions of Employment of Other Servants of the European Union, to carry out a medical examination of the following staff member:

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| --- | --- | --- | --- |
| **Name of staff member:** | |  | |
| **Staff number:** | |  | |
| **Address of staff member: (home or current place of residence)**  Or other address if the inspection cannot take place at the staff member’s home | |  | |
| **Telephone number of staff member:** | |  | |
| **Illness with medical certificate** | Yes | Period: from...................to....................... | |
| Patient authorised to leave home | Patient not authorised to leave home |
| No | Since [date]............................................... | |
| **Deadline for inspection** | |  | |
| **Amount of remuneration** | |  | |

The performance of the inspection by the practitioner entails acceptance of this order. Accordingly, the order, duly signed and dated, must be returned to the Court as soon as possible and, at the latest, at the same time as the inspection report.

The practitioner shall present this order to the staff member who is to undergo the medical inspection.

If the staff member refuses to undergo the inspection, the practitioner shall, wherever possible, explain the consequences of refusal, namely that, under Article 59(1) of the Staff Regulations, “if the examination cannot take place for reasons attributable to the official, his absence shall be considered as unauthorised as from the date that the examination is due to take place.”

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| ........................................  Appointing Authority/AECCE | Dr (*name and address*)  The practitioner |
|  |  |
| Date | Date |