



सत्यमेव जयते

अखिल भारतीय आयुर्विज्ञान संस्थान , बिलासपुर
हिमाचल प्रदेश -१७४०३७

All India Institute of Medical Sciences, Bilaspur
Himachal Pradesh-174037

<https://aiimsbilaspur.edu.in>

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01978-292575



AIIMS-BLS(A)(7)(CIR)/22- 1२14

28..June,2023

CIRCULAR


It has been observed that the Institute staff are availing Casual Leave without following the proper procedure i.e., availing casual leave without the sanction of the competent authority, submitting the leave application after availing the casual leave which adversely affects the smooth functioning of the Institute leading to difficulty in efficient delivery of patient care besides adversely impact on the teaching and other activities of the Institute.

Keeping in view the above facts the following procedure has been prescribed for availing casual leave which shall be strictly followed by the controlling officer/staff.

- All the Heads of the Departments shall forward the casual leave application of the staff working under them with recommendation to Admin section for the sanction of the competent authority. In case where the officers/officials apply for casual leave from residence in urgency through telephone or mail, the same should be recorded in writing by the controlling officer in an office note and submit to Admin section followed by leave application on the prescribed Performa at the time of joining duty (Prescribed Performa enclosed).
- No officer/official should proceed on casual leave without the prior approval of the competent authority failing which absence will be treated as willful absence.
- All the Heads of the Departments shall maintain Attendance register for staff working under them and ensure attendance both times in the F.N. & A.N. After the close of the month, they shall send the Absentee statement of staff on the prescribed proforma (Prescribed Proforma enclosed).
- Half day casual leave particularly for the first half of the Saturday shall not be recommended by the controlling authority unless there is sheer urgency of leave applied.
- All the heads of the departments henceforth shall submit their casual leave application to the competent authority before proceeding on casual leave.
- All the Head of the Departments are directed to submit the casual leave and Restricted Leave account of the staff working under them from January 2023 onward to Admin Section for further necessary action.

All the controlling officers are hereby directed to bring these instructions to the notice of all officers/officials for strict compliance.

This is with the approval of the competent authority.


Deputy Director (Administration)
AIIMS Bilaspur H.P.

Copy to: -

1. PA to ED for information of Executive Director please.
2. PA to DDA for information of Deputy Director (Administration) please.
3. The Dean Academics for necessary action please.
4. The Medical Superintendent for necessary action please.
5. The Superintendent Engineer for necessary action please.
6. ALL HoDs/ Faculty in-Charge for necessary action please.
7. The Principal College of Nursing for necessary action please.
8. The Nursing Superintendent for necessary action please.
9. All Regular, Deputation & Contractual employees for information and compliance.
10. Faculty I/c IT cell for uploading the same on the website of Institute.

Absentee Statement

Name of Department:

Month:

Name of the Faculty/Officer/Official	Nature of Leave	Period of Leave	Days	Remarks if any

Name & Signature of Controlling Officer (With Seal)



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APPLICATION FOR AVAILING CASUAL LEAVE

Name of the applicant :
Employee Code :
Department & Designation :
Date(s) of Casual Leave :
Out of station permission required :
If yes, leave address :
No. of Casual leave availed in the year :
Balance Casual leave credits :
Date of application Submission :

Signature of the Applicant

Remarks of the Controlling Officer:

Signature and seal of controlling officer:

Recommended/Not recommended

(For Office Use)

Casual leave availed in the year :

Balance Casual Leave Credit :

Dealing Clerk
(Admin)

AAO

AO/Consultant

Orders of the sanctioning authority