



सत्यमेव जयते

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CIRCULAR

It has been observed that the institute staff avail leave without information, on wrong grounds (e.g. availing medical leave for illness of a family member), submit wrong information to avail leave, do not submit required documents with leave letter, and do not route the application through proper channel for approval. The HOD and the controlling authority also treat leave letters casually forwarding them as routine without putting their comments in writing. Many a time the leave applications are submitted in retrospect or just before proceeding on leave without waiting for sanction of the leave. Further, the staff extend the leave without informing the authority or just send an Email communication without a follow up extension letter. Further, the staff upon return from leave join back without informing the authorities, submit joining directly without routing it through proper channel and in many cases without attaching required mandatory documents (medical fitness to join duty etc).

The staff are hereby informed that all these unwanted activities hamper smooth functioning of the institute leading to difficulty in efficient delivery of patient care, and adversely impact teaching and other activities of the institute. Further, such acts are violation of the CCS Conduct rules liable for disciplinary action.

Keeping in view, the following proceedings of CCS (Leave Rule), 1972 are brought to the notice of all officers/officials for strict compliance without any exception.

1. The Rule 7(1) & (2) of the Central Civil Services (Leave) Rules, 1972, provides that the “(1) leave cannot be claimed as a matter of right” and (2) “When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it.”
2. **Earned Leave:** Under no circumstances can any employee proceed on Earned leave without prior approval of the leave sanctioning authority or office order. Application for leave in the prescribed proforma through proper channel should therefore be received at least 15 days prior to the commencement of leave so that the same could be examined and outcome communicated to the concerned Official/employee well before the commencement of the leave.
3. **Child Care Leave (CCL):** CCL shall not ordinarily be granted during the Probation Period except in case of some extreme situations where the leave sanctioning authority is satisfied about the need of CCL to the probationer; provided that the period for which such leave is sanctioned during the probation is minimal. In terms of Rule 43-C of CCS (leave) Rules 1972, CCL cannot be demanded as matter of right, and under no circumstances can any employee proceed on CCL without prior approval.
4. **Leave on Medical Grounds:** The application for leave on medical ground shall be accompanied by the medical certificate issued by an authorized Medical Attendant as defined in the rules. The medical certificate must include the specific medical name of the illness and the duration of the rest required to recuperate from the illness. The medical leave can be extended on genuine medical grounds. The official who is on leave on medical ground will NOT be permitted to return to the duties without production of a valid ‘Medical Certificate of Fitness’ for joining issued by an authorized Medical Attendant preferably the one who had issued the medical certificate for leave.

5. **Academic Leave:** For availing academic leave, faculty members are required to make their plans well in advance for participating in the conferences/academic events and their applications on prescribed proforma for such purposes are required to be submitted to the 'Conference Assessment Committee', at least 2-3 weeks prior in case of visits within India, and at least 4-6 weeks prior in case of visits abroad, from the date of commencement of the event, so that the outcome of the application can be communicated well before proceeding for the event. The academic leave application shall not be processed and approved without prior recommendation of the Conference Assessment Committee. Further, under no circumstances can any employee proceed on academic leave without prior approval of the leave sanctioning authority.

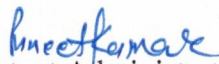
INSTRUCTIONS FOR SUBMISSION & FORWARDING OF LEAVE APPLICATION

1. The officers/officials are required to submit their leave application in the prescribed proforma containing all required information and documents, to their respective controlling officer at least 15 days in advance before the commencement of proposed leave. Further, the applicant must clearly mention on the application who will look after the administrative duties, Academic duty & Clinical duties of the employee in his/her absence with signatures of the reliever as consent.
2. While receiving the applications from officers/officials, the HOD and Controlling Officers are required to ensure that the application is complete in all respects with date of submission, name & signature of the officer/official concerned. It must be ensured that appropriate delegation of duties and responsibilities for the period of leave has been done.
3. The Controlling Officer would ensure before forwarding the application that functioning of the Department / Hospital, will not be hampered. At all times the faculty strength should be above 50 percent of the working strength and must be mentioned by the head of the department that 'in case of the faculty proceeding on leave, the working faculty strength will still be above 50% of the available strength and his/her leave will not impact the institute/hospital services'.
4. The forwarding authority would be within his/her right to reject such application if the services of the concerned facility would be hampered by the absence of the employee. The application received by the forwarding authority is to be forwarded with his/her comments/recommendations, signatures, and official seal. The forwarded application must reach the Establishment Section at least 12 days prior to the commencement of the leave.
5. Request for extension of leave should reach the competent authority well before the expiry of sanctioned leave and must be supported by documents sufficient to prove valid reason/emergency situation to the satisfaction of the authority. In case information is provided through email, a follow up proper application for extension of leave must reach the institute on or before the joining date. It may not be taken as routine matter. Absence after expiry of the leave will be treated as overstayed in terms of Rule 25 of CCS (Leave) Rule, 1972.
6. Request for cancellation of sanctioned leave should reach the competent authority before the start of leave. Late submission of such requests shall entail the risk of either non-acceptance of the request or the deduction of number of leave days lapsed.
7. No ex-post-facto permission for leave will be granted to any official/employee. However, if the Controlling Officer considers that a request is genuine & justified; he/she will record the same in writing in his/her forwarding note, so that the competent authority can take an informed decision on its merit.

8. The joining of the employee after availing leave shall be as per laid down procedure. In case of employees availing leave on medical grounds, the controlling officer shall not allow joining unless accompanied by 'Fitness to join duty' certificate.
9. Final decision on leave application(s) for any purpose shall rest with the competent authority.
10. Wilful absence from duty without sanction of leave or late joining after expiry of the leave without prior intimation/request for leave extension, will render the employee liable to disciplinary action. The absence without leave not in continuation of authorized leave will constitute an interruption in service.

All Controlling Officers are directed to bring these instructions to the notice of the officers/officials working under their supervision and ensure their strict compliance.

This is issued with the approval of the competent authority.


Assistant Administrative Officer,
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 (Admin) please.
3. The Dean Academics for necessary action please.
4. The Medical Superintendent for necessary action please.
5. All HoDs / Faculty In-charge for necessary action please.
6. The Principal College of Nursing for necessary action please.
7. The Nursing Superintendent for necessary action please.
8. All Regular, Deputation & Contractual employees for information and compliance.
9. Faculty I/c IT Cell for uploading the same on the website of Institute.