



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात - ३६० ११०
अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात - ३६० ११०
All India Institute of Medical Sciences, Rajkot, Gujarat – 360 110
A Central Autonomous Body under PMSSY, MoH&FW



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Dt: 27.03.2025

Advisory No. 03 of 2025

Subject: Revised Guidelines for Minimum Duration of Earned Leave (EL)

To address inefficiencies arising from frequent single-day Earned Leave (EL) applications and cancellations, which require significant administrative effort and disrupt operational workflows, the following updated guidelines are issued for compliance:

1. Revised Minimum Duration for Earned Leave

- Employees must ensure that any Earned Leave (EL) application results in a minimum total duration of five (5) days, inclusive of prefix or suffix days such as holidays, day-offs, or Sundays.
- For instance, applying for three (3) working days of EL must include at least two (2) prefix or suffix days to meet this requirement.

2. Procedure for Single-Day Leaves

- Applications for single-day Earned Leave (EL) will only be considered in exceptional circumstances and only after the authorized Casual Leave (CL) quota has been exhausted.
- Such applications must be forwarded by the respective Head of Department (HoD) or In-charge with their recommendation and will be subject to approval by the Administrative Authority.

3. Role of Departmental Heads

- HoDs/In-charges are responsible for reviewing leave applications and forwarding them to the Administrative Authority with their recommendation.
- They must ensure that the applications align with the revised guidelines and justify any exceptions.

4. Adherence to Policy

- All employees are requested to align their leave planning with these updated guidelines to facilitate smooth operations and efficient leave management.

This advisory is issued following due consultation with the Competent Authority and is effective immediately. Your cooperation in adhering to this policy is highly appreciated.



Ankur Pratap
(Lt Col Ankur Pratap)

Deputy Director (Admin),

AIIMS Rajkot,

Lt Col Ankur Pratap,

उप निदेशक (प्रशा.)/Deputy Director (Admin),

एम्स राजकोट (गुजरात)- ३६०११०

AIIMS, Rajkot (Gujarat)- 360110

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