



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

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/Establishment/2024-25/6635

Dt: 22-11-2024

Circular: 06/2024

Subject: Submission of Attendance for Senior Residents (SR) and Junior Residents (JR) (Academic & Non-Academic) for Timely Salary Disbursement

It has been observed that delays in submitting attendance records of Senior Residents (SR) and Junior Residents (JR) — both Academic and Non-Academic — are impacting the timely processing and disbursement of monthly salaries. After careful consideration of the matter, the Competent Authority has directed the following instructions regarding the submission and consolidation of attendance records for Senior Residents (SR) and Junior Residents (JR), both Academic and Non-Academic, to ensure prompt salary disbursement:

- 1. Consolidation by the Dean (Academics):** The Dean (Academics) shall collect, compile and consolidate the attendance records received from all departments and submit the final consolidated report to the Administration Department by the **25th of each month** for salary processing.
- 2. Deemed Present Clause:** If attendance records are not submitted to the Dean (Academics) by the specified date, the SRs and JRs in the respective department will be deemed present for the entire month, and salary will be disbursed accordingly.
- 3. Responsibility for Excess Payments:** Any excess payment arising due to delays or inaccuracies in attendance submission will be the sole responsibility of the concerned HoD.
- 4. Uninformed Absences:** Any uninformed absence from duty by an SR or JR exceeding **3 consecutive days** must be immediately reported to the Administration Department by the respective HoD through the Dean (Academics).
- 5. Verification Requirement:** Attendance records must be accurate, duly verified, and signed by the respective HoD before submission to the Dean (Academics).

The Competent Authority expects full compliance with these directives to ensure the smooth processing of salaries and proper monitoring of attendance.



Copy to:

1. Executive Director, AIIMS – Rajkot for kind information
2. The Dean (Academics), AIIMS – Rajkot for necessary action.
3. The All HoDs/ In-charges, AIIMS – Rajkot
4. DMS (OPD/IPD), AIIMS – Rajkot
5. Administrative / Accounts Officer, AIIMS Rajkot
6. IT Cell for uploading the same on Website.
7. Office File


(Dr. Kuldeep G B)

Off. Deputy Director (Admin),

AIIMS - राजकोट (प्रसा.)
कार्यवाही उप-निर्देशक
Offg Deputy Director (Admin.)
एम्स राजकोट - ३६० ००१, गुजरात.
AIIMS Rajkot - 360 001. Gujarat.