



AIIMS/Rajkot/Admin/Estt/2024-25/ १३८९

Dt: December 30, 2024

Circular No. ०९ of 2024

Subject: Revised Sanctioning Process for Casual Leave (CL) and Restricted Holiday (RH)

In an effort to streamline leave management and enhance administrative efficiency, the following consolidated guidelines regarding the sanctioning and monitoring of Casual Leave (CL) and Restricted Holiday (RH) are issued for strict compliance:

1. Sanctioning Authority for CL/RH

As per the provisions of OM No. 15 of 2021/Leaves, dated 03.0.2021 and OM No. 103 of 2022/23, dated 07/09/2022, the delegation of authority for sanctioning CL/RH is as follows:

- **For Subordinate Employees:**
 - The Academic HoDs, Medical Superintendent (MS), Deputy Director (Administration) (DD (A)), Financial Advisor (FA), and Superintending Engineer (SE) shall sanction CL/RH for subordinate staff under their jurisdiction, with records maintained at their respective levels and intimated to the Establishment Division of Administration.
- **For Faculty Members:**
 - **Departments with a posted/nominated HoD:** The HoD of the concerned department shall act as the sanctioning authority.
 - **Departments without a posted/nominated HoD:** The Dean (Academics) shall act as the sanctioning authority.
- **For HoDs and In-charges:**
 - Leave applications of Dean(s), HoDs/In-charges, MS, DD (A), FA and SE will require approval from the Executive Director.

2. Revocation of Addendum

The addendum issued under AIIMS/Rajkot/Admin/2023/2660, dated 18/08/2023, which temporarily centralized the sanctioning of CL/RH through the Dean (Academics) and Administration for all faculty members, is hereby rescinded. The original policy outlined in OM No. 103 of 2022/23 is reinstated to decentralize the leave approval process and enhance decision-making efficiency.

This circular is issued with the approval of the Competent Authority.




(Dr. Kuldeep G B)

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Copy to:

1. The Executive Director, AIIMS – Rajkot
2. The Dean (Academics, Research & Examination), AIIMS – Rajkot
3. All Heads/In-charges of Departments, AIIMS – Rajkot.
4. The Financial Advisor, AIIMS – Rajkot
5. Administrative & Accounts Officer, AIIMS – Rajkot.
6. The IT Cell – for uploading the same on official Web-site.
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