



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
All India Institute of Medical Sciences, Rajkot, Gujarat 360110
An Institution of National Importance under PMSSY, MoHFW
Government of India www.aiimsrajkot.edu.in

SOP No.- RC 08	Standard Operating Procedure for the sanctioning of leaves for extramural projects Adhoc/Contractual staff
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1. The purpose of this SOP is to describe the leave entitlement and procedure for the sanctioning of leaves for the staff of extramural projects.

2. Leave entitlement

- a) The leave entitlement of the project staff shall be as per the norms of the Funding Agency/Institutional policy for contractual staff of AIIMS Rajkot.
- b) Leave provisions for staff employed in ICMR funded extramural projects is as under-

(i)	Annual/ accrued Leave	30 days per annum (pro-rated @ 2.5 days per month of completed services)
(ii)	Maternity Leave	180 Days (To be followed as per provisions of DoPT from time to time)
(iii)	Casual Leave & Restricted Holidays	Casual Leave – 8 days Restricted Holidays – 2 days

- c) Project staff employed in projects other than ICMR projects shall be eligible only for accrued leave i.e. 30 days per annum (pro-rated @ 2.5 days per month of completed services) unless specifically mentioned in the offer letter.
- d) No other kind of leave shall be admissible.
- e) Leave shall not be carried forward to the next year.
- f) On termination of contract, the employee shall not be eligible to the benefit of encashment of un-availed leave

3. Leave Sanctioning Mechanism:

- a) The concerned employee shall apply for the leaves through the concerned Principal Investigator in leave application format (Annexure 'A'- for Casual leaves and Restricted Holidays and Annexure 'B'- for all other leaves).

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- b) For Casual leaves and Restricted Holidays (if authorized) the Principal Investigator will approve the leave of staff engaged in his/ her project.
- c) Accrued leave and all other types of leave- Dean Research or Associate Dean Research (In the absence of Dean Research) shall sanction the requested leave of the project staff.
4. Records of the respective types of leave will be maintained in the office of the respective approving authorities.

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Annexure 'A'
(Ref Sr 3a of SOP/RC08)

Application for Casual Leave (CL)/Restricted Holiday (RH) Project Staff

(Project No./Title-.....)

1. Name of the Applicant :
2. Designation and Department:
3. Date of joining:.....

Nature/ type of leave	Date of leave		No. of days	Purpose of leave
	From	To		
Casual Leave				
Restricted Holiday				

4. Sunday/Holiday, if any proposed to be: Prefixed:..... Suffixed:.....
5. Address and contact number during leave period:

Date:.....
Signature of Applicant

6. Remarks of Principal Investigator: **Sanctioned / Not sanctioned**

Date:.....
Signature of Principal Investigator

CL and RH Record

Dates of CL								Dates of RH	
CL-1	CL-2	CL-3	CL-4	CL-5	CL-6	CL-7	CL-8	RH-1	RH-2

Note- In case of ½ day CL, 2 dates in each column is to be indicated

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Annexure 'B'
(Ref Sr 3a of SOP/RC08)

Application for Leave: Project Staff

1. Name:
2. Designation:
3. Project No.:
4. Date of joining:
5. Name & Department of the PI:
6. Nature/Type of leave: Accrued leave/ Any other (specify)-.....
7. Period of leave: From.....To.....Number of days.....
8. Sunday/Holiday, if any proposed to be: Prefixed:.....Suffixed:.....
9. Address and contact number during leave period:

Date:.....
Signature of Applicant

10. Remarks of Principal Investigator: **Recommended / Not Recommended**

Date:.....
Signature of Recommending Authority

11. Remarks of Sanctioning Authority: **Sanctioned / Not Sanctioned**

Date:.....
Signature of Sanctioning Authority

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