



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001

All India Institute of Medical Sciences, Rajkot, Gujarat 360001

A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/07/Establishment/OM/2022-23/1250

Dt. 07/09/2022

OM No. 1250 of 2022/23

Subject: Leave & Vacation Policy for Faculty at AIIMS, Rajkot.

1) Leave and Vacation policy for Faculty have been defined in the Central Civil Services (Leave) Rules, 1972 and amendments thereof, All India Institutes of Medical Sciences Regulation, 2019, Department of Personnel & Training's Gazette Notification No. G.S.R. 1209 (E) dated 11/12/2018 and OM No. 11020/01/2017-Estt. (L) dated 30/08/2019, AIIMS, New Delhi letter no. F. 20-41/2020-Estt. I (F.C.) dated 01 Jan 2021 on Credit of Earned Leave in lieu of surrendered/cancellation of vacation. Accordingly, the same is compiled and elaborated as under:

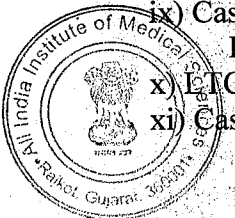
2) Purpose and Scope: -

- All regular faculty members of the Institute including Nursing faculty of any other post declared as academic post by the Standing Academic Committee and ratified by the Governing Body from time to time are treated as serving in the vacation department.
- The leave entitlement of persons serving in vacation departments are different from Government Servants serving in departments other than the vacation department.
- The purpose of this document is to provide guidelines on different types of leave entitlement of persons serving in vacation departments of the institute.
- This policy shall apply to all regular faculty members (Professor/Additional-Professor/Associate Professor/Assistant Professor), Medical Superintendent, Additional Medical Superintendent and Nursing faculty (Principal, College of Nursing, Lectures/ Senior Nursing Tutors/ Tutors in Nursing)
- It shall not be applicable to faculty appointed on contractual basis.

3) Casual Leave (CL) and Restricted Holiday (RH)

a) Casual Leave (CL)

- Casual Leave is not a recognised form of leave and is not subject to any rules made by the Government of India. An employee on casual leave is not treated as absent from duty and his pay is not intermitted.
- Entitlement – 08 days in a Calendar Year (Jan to Dec.).
- Employees joining during the mid-year shall be granted casual leave proportionately.
- Casual Leave can be taken for half-day also.
- Casual Leave should not normally be granted for more than 5 days at any one time.
- Sunday/closed holidays falling during a period of casual leave are not counted as part of CL.
- Sunday and closed holiday can be prefixed or suffixed to CL.
- Casual Leave can be combined with Vacation/any holidays: but not with any other kind of leave. CL and Earned Leave cannot be combined.
- Casual Leave can be taken on tour, but no daily allowance will be admissible for the – Period.
- ETC can be availed during casual leave.
- Casual Leave cannot be carried over to the next year.



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b) Restricted Holiday (RH)

- i) List of Restricted Holiday for the year shall be notified by the administrative authority – at the beginning of calendar year.
- ii) Each employee can avail any 02 restricted holidays.

c) Application for CL/RH

An application from the employee needs to be submitted for obtaining prior approval of – his/her controlling officer.

Format for application is attached as **Appendix ‘A’**

d) Controlling Officer for CL/RH

- i) Following will be controlling officers for sanctioning of CL/RH –

Sr. No.	Post Name	Controlling Officer
1.	Head of Department, Dean Medical Superintendent and Principal College of Nursing.	Executive Director
2.	Faculty in department where Head of Dept. is posted/nominated.	Head of concerned Dept.
3.	Faculty in Department where no HoD is posted/nominated.	Dean (Academics)
4.	Nursing faculty	Principal College of Nursing

- ii) The controlling officers authorize to sanction CL/HR shall maintain a casual leave – account of each employee in the following format and balance of CL/HR at the credit of employee must be ensured before sanctioning it.

Year	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
Name and designation of employee										

Note: In case of 1/2 day CL, 2 dates in each column is to be indicated

4) Earned Leave (EL), Vacation, Half Pay Leave (HPL), Commuted Leave (CML) and leave not due (LND)

a) Earned Leave (EL)

Earned Leave is ‘earned’ by duty. EL admissible to faculty members shall be: -

i) During first year of service-

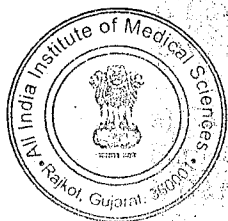
- ii) No vacation can be availed by the faculty in their first year of service. They will be credited earned leave at the rate of 2½ days for each completed calendar month of service.
- iii) Month in which faculty member assumed appointment should be ignored if the date of assuming appointment is after 1st.
- iv) Maximum amount of earned leave that can be credited to an employee during first year in 30 days.

b) After one year of service.

- i) Faculty member shall be eligible to avail vacation after completion of one-year continuous service. They are entitled to earned leave as under-

c) Earned Leave in lieu of Half Pay Leave- The leave account of faculty member shall be credited with earned leave, in advance in two instalments of five days each on the first day of January and July of every calendar year.

d) Earned Leave in lieu of unveiled portion of vacation- faculty member shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.



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5) Vacation

- a) Faculty members are entitled to avail summer and winter vacation for the period as notified by Dean (Academics) after obtaining approval of competent authority.
- b) summer vacation- 60 days (Two halves of 30 days each with one intervening common working day)
Winter vacation-18 days (Two halves of 09 days each with one intervening common working day)
- c) To ensure smooth functioning of the institute faculty can avail only one half each of summer and winter vacation
- d) It shall also be ensured that-
 - a) At least 50% of the faculty shall be present on duty at any given time
 - b) The Professor and Additional Professor cannot avail vacation together
 - c) Heads of Departments should make arrangements for duties of concerned faculty member during their absence.
- e) A faculty member entitled to vacation shall be considered to have availed himself/herself of a vacation or a portion of a vacation unless he/she has been required by general or special order of a competent authority to forgo such vacation or portion of a vacation.

6) Calculation of Earned Leave in lieu of unveiled portion of vacation

Total number of days in Vacation Period: 78 days.

Number of ELs admissible against vacation period- 20 days.

Additional Earned Leave entitled in lieu of unveiled portion of vacation-

a) No. of days of unveiled vacation x Number of days of EL admissible (20)

b) Total no. of days of vacation = 78

c) For one half of summer vacation- $\frac{30 \times 20}{78} = 08 \text{ days}$

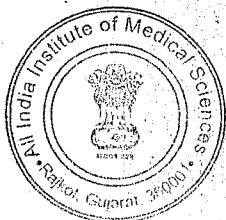
d) For one half of winter vacation- $\frac{09 \times 20}{78} = 02 \text{ days}$

7) Additional Earned Leave if faculty does not avail any vacation

- a) If a faculty member is prevented by a general or special order of a competent authority from enjoying more than fifteen days of the vacation, he/she shall be considered to have availed himself of no portion of the vacation.
- b) In that case additional Earned Leave is entitled to him/her for unveiled portion of vacation provided the total earned leave credited shall not exceed thirty days in a calendar year.

8) Earned Leave to be credited in a calendar year-

- a) **EL in lieu of Half Pay Leave-** in advance in two instalments of **five days** each on the first day of January and July of every calendar year.
- b) **EL in lieu of unveiled portion of vacation-** 10 days (Summer vacation- 8 days and winter vacation- 2 days).
- c) **EL if faculty does not avail any vacation-** Additional earned leave for unveiled portion shall be credited in such proportion of twenty days, if faculty member was prevented from availing more than fifteen days of the vacation by order of competent authority provided the total earned leave credited shall not exceed thirty days in a calendar year.



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9) Carry forward of Earned Leave

The earned leave at the credit of a faculty member at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 300 days.

10) Half Pay Leave (HPL)

- a) Faculty members are not entitled any Half Pay Leave as per amendment in the CCS (leave) rule 1972 notified vide DoPT O.M. No. 11020/01/2017- Estt.(L) dated 30.08.2019. In lieu, they have been allowed 10 days of Earned Leave which shall be credited in their account in advance in two instalments of **five days** each on the first day of January and July of every calendar year.
- b) For part of half year of the calendar year the earned leave in lieu of HPL shall be credited at the rate of 5/6 days for each completed calendar month of service after completion of one year of service.
- c) While affording credit of earned leave in lieu of HPL, fraction of a day shall be rounded off to the nearest day.

11) Commuted Leave (CML) and leave not due (LND)

Since Commuted Leave and Leave not due are also linked to HPL, faculty members are not entitled any CML or LND.

12) Other Leave

- a) Provision for other types of leave viz Extra Ordinary Leave (EOL), Maternity Leave (ML), Paternity Leave (PL), Adoption Leave (AL), Child Care Leave (CCL), and Work-Related Illness and Injury Leave (WRIIL) for faculty members are similar to that of other Government employees.
- b) The institute shall adhere to provisions of CCS (Leave) Rules 1972, as amended for all employees, in accordance with the specification in AIIMS Act, Rules and Regulations.

13) Application for Leave

- a) Prior approval for availing any kind of leave must be obtained from the leave sanctioning authority.
- b) An application through proper channels needs to be submitted before atleast 14 working days from the date of commencement of leave.

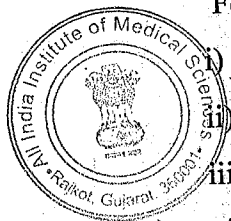
Format for application for all types of Leave is attached as under-

i) Application for Leave or Extension of Leave- **Appendix 'B'**

ii) Application for Child Care Leave- **Appendix 'C'**

iii) No covering letter is required with application for leave.

- c) Application shall be processed on individual Establishment file and put up to Executive Director for approval.



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14) Channel for sanctioning of Leave

- a) The authority to approve leave shall vest on Executive Director & CEO.
- b) Following will be controlling officers for sanctioning of leave-

S No.	Post Name	Recommending Authority	Sanctioning Authority
i)	Heads of Department, Dean, Medical Superintendent Principal College of Nursing	Executive Director	
ii)	Faculty in department where Head of Dept is posted/nominated	Head of concerned Dept	Executive Director
iii)	Faculty in Department where no HoD is posted/ nominated	Dean (Academics)	Executive Director
iv)	Nursing faculty	Principal College of Nursing	Executive Director

15 Leave sanctioning order

- a) Sanction order for Leave shall be issued by the respective leave sanctioning authority/authorized person in the form of Office Order.
- b) Sanction order of Earned Leave shall also indicate balance of Earned Leave at the credit of faculty after availing sanctioned leave. Leave sanctioning order format for Earned Leave is attached as **Appendix 'D'**.
- c) A record of leave shall be maintained in the service book of respective faculty member by the Establishment division of Administration.

16 Joining after Leave

- a) Faculty after completion/return from his/her approved admissible leave shall submit his/her Joining Report of assuming charge of the post to his/her Controlling Officer for needful action. In case of non-receipt of Joining Report, it shall be assumed that the faculty member is absent from duty. Format for Joining Report after availing leave is attached as **Appendix 'E'**.

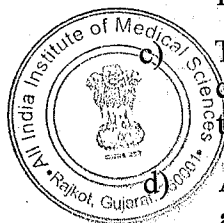
17 Leave on medical grounds

- a) Medical Leave shall be granted on submission of Medical Certificate.
- b) An application for leave on medical certificate made by the faculty member shall be accompanied by a medical certificate in Form 3 issued by an Authorized Medical Attendant of the Institute or a Government Hospital or by an Authorized Doctor of the private hospital recognized under CGHS/Central Services (Medical Attendance) Rules, 1944.

The competent authority may, at its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time.

A faculty member who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.

- e) Leave sanctioning authority may secure second medical opinion, if considered necessary.



- f) There is no provision for unearned leave on medical certificate. Following types of leave are admissible to faculty member against leave on medical certificate-
- i) **Earned leave-** can be availed of on medical grounds. The amount of such leave granted shall be debited from the earned leave account of the faculty member.
- ii) **Extra ordinary Leave-** In case sufficient Earned Leave is not available in account of faculty member, EOL may be granted as Medical Leave.

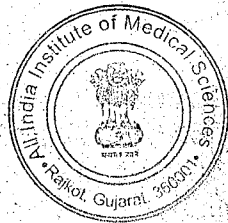
18 Leave and extension of leave in emergency

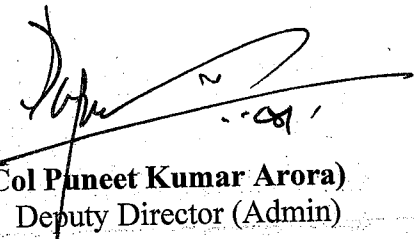
- a) In extraordinary cases of medical emergency/other emergency an email communication should be made to the respective controlling officers requesting for leave or extension of leave. A copy of email communication shall be marked to Establishment Division of Administration for references and records.

19 Power to relax

- a) Where the Executive Director and CEO is satisfied that the operation of any of these rules caused under hardship in any particular case, for reasons to be recorded in writing, he/she at his/her discretion, may dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.
- b) Where any doubt arises as to the interpretation of these rules, decision of Executive Director & CEO shall be final.
- 20 All the faculty members, officers and staff members of the Institute are required to adhere the aforesaid rules.

21 This issues with the approval of the competent authority.




(Col Puneet Kumar Arora)
Deputy Director (Admin)

Copy to:

1. Executive Director, AIIMS, Rajkot.
2. All Heads of Department, AIIMS, Rajkot.
3. DDO, AIIMS, Rajkot.
4. Deputy Medical Superintendent I & II, AIIMS, Rajkot.
5. Administrative Officer, AIIMS, Rajkot.
6. Consultant Finance, AIIMS, Rajkot.
7. In-charge IT Cell for uploading the same on AIIMS, Website and circulation to all regular staff members through webmail.

कर्नल पुनीत कुमार अरोरा,
Col. Puneet Kumar Arora,
उप निदेशक (प्रसा.)/Dy. Director (Admin),
एम्स राजकोट - ३६० ००१, गुजरात.
AIIMS Rajkot - 360 001. Gujarat.

Temporary Campus, Opposite PMSSY block, PDU Medical College, Civil Hospital, Rajkot, Gujarat
360001; Permanent Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110

dda.aiimsrajkot@gmail.com



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट,
અખિલ ભારતીય આયુર્વિજ્ઞાન સંસ્થાન, રાજકોટ,
All India Institute of Medical Sciences, Rajkot,

Appendix A

Application for Casual Leave (CL)/Restricted Holiday (RH)
Permission to Leave HQ required (Yes/No)

1. Name of the Applicant :

.....
.....

2. Designation and Department :

.....
.....

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

3. Sunday/Holiday, if any proposed to be : Prefixed: Suffixed:

.....

4. Address and contact number during leave period:

.....
.....
.....

Name and Signature of Reliever:

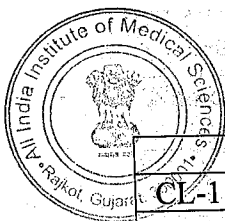
Date:.....

.....
Signature of Applicant

5. Remarks of Controlling Officer: Sanctioned / Not sanctioned

Date:.....

.....
Signature of Controlling Officer



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 $\frac{1}{2}$ day CL, 2 dates in each column is to be indicated



Application for Earned Leave/ Medical Leave/
Extra Ordinary Leave/ Maternity Leave/ Paternity Leave
Permission to leave HQ required (Yes/No)

1. Name of the Applicant :.....
2. Designation and Department :.....
3. Nature/Type of leave :.....
4. Period of leave :From.....To.....Number of days.....
5. Sunday/Holiday, if any proposed to be: Prefixed:..... Suffixed:.....
6. Purpose for which leave is applied for :.....
7. Address and contact number during leave period :.....
8. Date of return from last leave:.....Nature:..... Duration of last leave:.....days

Name and Signature of Reliever:

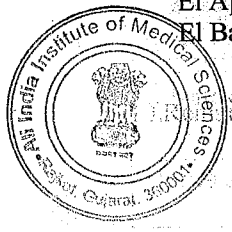
Date:.....
Signature of Applicant

9. Remarks of Recommending Authority: **Recommended / Not Recommended**
Date:.....
Signature of Recommending Authority

10. Remarks of Sanctioning Authority: **Sanctioned / Not Sanctioned**
Date:.....
Signature of Sanctioning Authority

For Administrative Use Only

EL in Account:
El Applied for:
El Balance:





Application for Child Care Leave
(To be submitted before 15 days of availing child care leave)

1. Name of the Applicant :
2. Designation and Department :
3. Name of the child for whom child care leave is applied for :
4. Proof of date of birth in favour of Minor children availing child care leave :
5. Date on which child will be attaining 18 years:
6. Is the child among the two eldest children: Yes/ No
7. Period of leave : From.....TO.....Number of days:.....
8. Sunday/Holiday, if any proposed to be: Prefixed:.....Suffixed:.....
9. Purpose for which leave is applied for :
10. Total child care leave availed till date :
11. Whether permission to leave HQ required: Yes/No
7. If Yes,Address and contact number during leave period :
8. Date of return from last leave:.....Nature:..... Duration of last leave:.....days

Name and Signature of Reliever:

Date:.....

Signature of Applicant

9. Remarks of Recommending Authority: **Recommended / Not Recommended**

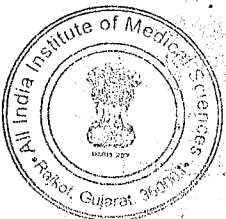
Date:.....

Signature of Recommending Authority

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

Date:.....

Signature of Sanctioning Authority



Office Order/ कार्यालय आदेश

..... (नाम)..... (पदनाम) को निम्नानुसार अवकाश प्रदान करने की सक्षम अधिकारी की स्वीकृति दी जाती है।

Sanction of the competent authority for following leave(s) is granted

to..... (Name) Designation)

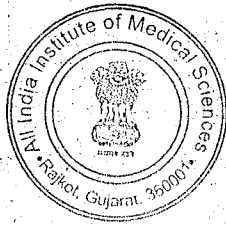
छुट्टी का प्रकार (अर्जित अवकाश/ परिणित अवकाश) Type of Leave (Earn Leave/ Commuted Leave	अवधि Period	दिनों की संख्या Number of days	पूर्वलग्न तथा अनुलग्न Prefix & Suffix	अवकाश पश्चात कार्यभार ग्रहण करने की तिथि Date of joining after leave	शेष अवकाश Balance Leave at Credit		
						(EI)	(HPL)
	से (form)	तक (to)			6	7	8
1	2	3	4	5	6	7	8

2. उन्हें अपने अवकाश के प्रारम्भ में तथा बाद में उपरोक्त अंकित दिनांक जोड़ने तथा मुख्यालय छोड़ने की अनुमति भी जाती है।

He/She is permitted avail prefixes and suffixes as mentioned above with permission to leave headquarter.

3. यह प्रमाणित किया जाता है की यदि वे उपरोक्त पर नहीं जाते तो वे अपने पद कार्य करते रहते एवं अवकाश की समाप्ति पर उनके उसी पद पर तथा स्थान पर नियुक्ति किये जाने की संभावना है / थी और उन्होंने वस्तुतः उपरोक्तानुसार अपने पद का कार्यभार ग्रहण कर लिया है / कर लेंगे।

Certified that he/she would have continued in the same post and same place held before proceeding on leave and he/she has joined/will join his /her duty on the post as indicated above.



(अधिकारी का नाम एवं हस्ताक्षर)

Name & Signature of Officer

वितरण / Distribution

- सम्बन्धित अधिकारी / कर्मचारी
Concerned Officer / employee
- सम्बन्धित अधिकारी / कर्मचारी की व्यक्तिगत मिसिल
Personal File of Concerned Officer / employee
- प्रशासनिक अधिकारी
Administrative Officer
- कार्यालय आदेश पुस्तिका
Officer Order Book

✓



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात
अखिल भारतीय आयुर्विज्ञान संस्था, राजकोट
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAJKOT, GUJARAT

Appendix E

SUB: Joining Report after availing Vacation/ Earned Leave/ Medical Leave/Extra Ordinary Leave / Maternity Leave / Paternity Leave

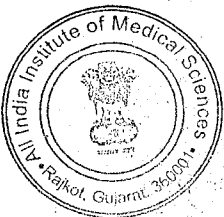
I,.....Designation.....
.....Department.....after availing
summer/winter vacation/.....days of
Earned Leave/Medical Leave/ Extra Ordinary Leave/ Maternity Leave/ Paternity Leave w.e.f.
.....to.....hereby report for duty
on.....(F.N/A.N).

Date:
.....Signature & Name of Employee

Certificate by Head of Dept

Certified that Mr/Mrs/Ms/Dr.....joined the department in F.N/A.N
on.....

Date:.....
.....Signature of HoD



Copy to: Establishment section

2/