



सत्यमेव जयते

अखिल भारतीय आयुर्विज्ञान संस्थान , बिलासपुर
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January
21...December, 2024

CIRCULAR

Subject: Junior Residents (Non-Academic) Leave Rules

It is intimated that Institute has recruited a number of Junior Residents (Non-Academic) in last few months and in order to make clarity regarding leave rules, the following rules are brought to the notice of all concerned officers for strict compliance without any exception: -

1. JR (Non-Academic) are entitled to 2.5 days leave for completed month of service. Leave will be credited to their leave account on 1st day of the month.
2. Leave without permission or more than the permitted period will be treated as absentee and will be dealt as Extra Ordinary Leave, even if leave is due to the JR. Period of EOL will not count towards experience and will not be considered as being within notice period. Salary will be deducted for such period.
3. Ordinarily leave will be granted for a maximum of five days in continuity and will be permissible subject to approval of the HOD. Exceptions may be made for medical emergencies at the discretion of the Medical Superintendent.
4. All leave must be sanctioned prior to proceeding on leave except in medical emergencies in which case, the HOD must be informed in writing (including email) within 48 hours. No leave will be regularised without prior approval of the HOD.
5. Absence/leave without information of more than seven days will lead to termination and re-joining of duties will not be accepted during the last month/tenure completion/extended period.
6. Candidate whose selection is in the regular batch with tenure up to June/ December will be required to give one month notice in case they resign before end of the tenure. If they wish to resign in the months of June/ December respectively, 15 days' notice period will be required.
7. No leave (except for medical emergencies) will be permitted during the notice period.
8. Candidates on extension/ short term appointment will be required to give a 15- day notice without any leave during the extension.
9. Un-availed leaves of one calendar year cannot be carried forwarded to another year.
10. No encashment of accumulated leaves will be granted on termination/completion of service.

Issued with the approval of Competent Authority.

Deputy Director (Admin)
AIIMS-Bilaspur, H.P.

Copy forwarded for information to: -

- 1) PA to ED, AIIMS Bilaspur (HP) for information of Executive Director.
- 2) Dean (Academics), AIIMS Bilaspur (H.P.)
- 3) Medical Superintendent, AIIMS Bilaspur (H.P.)
- 4) PA to DD(A) for information of DD(A), AIIMS Bilaspur (H.P.)
- 5) All HoDs/Faculty In-charge for necessary action please.
- 6) Faculty In-charge, I.T. Cell for uploading the same on the website of the Institute