



भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

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Sub: General Leave Policy for faculty members.

The faculty members shall be governed by the CCS leave rules and relevant instructions issued by the Central government from time to time. In addition, following guidelines will apply for grant of permission to the faculty members of the institute:

1. Whenever a faculty member seeks leave (CL, EL, Academic leave, any other leave) and represents AIIMS, Mangalagiri in academic deliberations/ invigilation duties/examination duties and/or excursions o professional pursuits; the Director, AIIMS, Mangalagiri should be intimated in advance through proper channel.
2. In all other cases, the following general guidelines will apply:
 - a. The CL will be sanctioned by the HOD
 - b. The EL applications upon recommendation by the HOD shall be submitted to the Dean, AIIMS, Mangalagiri for sanction. The Dean shall satisfy himself about the availability of leave in the Service book of the respective faculty, before sanction of such leave.
 - c. The leaves of HODs shall be sanctioned by Dean upon written approval of Director, AIIMS, Mangalagiri. The Dean shall satisfy himself about the availability of leave in the Service book of the respective faculty, before sanction of such leave.
 - d. The leaves of Dean and Medical Superintendent shall be approved and sanctioned by the Director, AIIMS, Mangalagiri.

This Circular is issued with the approval of the Director, AIIMS, Mangalagiri.

Enclosed: a/a

(Shramdeep Sinha, IRS)

Deputy Director (Admin)

Copy to:

1. The Dean, AIIMS Mangalagiri
2. The Medical Superintendent, AIIMS, Mangalagiri
3. All HOD's and Faculty AIIMS, Mangalagiri
4. IT cell in charge, AIIMS, Mangalagiri for uploading.
5. Notice Board, AIIMS, Mangalagiri
6. Guard File.

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