



అఖిల భారత వైద్య విజ్ఞాన సంస్థ మంగళగిరి, ఆంధ్రప్రదేశ్
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश

All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh
(An Autonomous Institute under MoHFW, Govt. of India)

www.aiismmangalagiri.edu.in

F. No: AIIMS/MG/Admin/2026/01/05

Date: 05/08/2026

CIRCULAR

Sub: Mandatory Notice Period in the event of Selection for Outside Employment - Reg.

Ref: Table Agenda 03, 12th Governing Body Meet, AIIMS Mangalagiri.

It is hereby notified that the Governing Body of AIIMS Mangalagiri, in its 12th Meeting held on 30.04.2026, has accorded approval for implementation of a mandatory 03 months' notice period in cases where an employee is selected for employment outside the Institute.

Accordingly, the following instructions shall be observed with immediate effect:

1. In the event of selection for employment outside AIIMS Mangalagiri, every employee shall be required to serve the prescribed notice period prior to being relieved from the institute, in accordance with the applicable service rules and the policy approved by the Governing Body.
2. **Permanent Employees:** Employees holding a substantive appointment on a regular basis shall ordinarily be required to give **three (03) months' notice** in writing prior to resignation/technical resignation or, in lieu thereof, remit pay equivalent to the notice period, subject to the approval of the Competent Authority.
3. **Temporary/Probationary Employees:** Employees appointed on a temporary basis or serving on probation shall ordinarily be required to give **one (01) months' notice**.
4. The notice prior shall ordinarily commence from the date of submission of resignation/technical resignation and shall continue for the prescribed period, unless specifically waived or curtailed by the Competent Authority under exceptional circumstances and for reasons to be recorded in writing.
5. All employees are advised to take due note of the above provisions while submitting resignation/technical resignation consequent upon selection for outside employment.
6. The above provisions shall apply prospectively for all cases of resignation/technical resignation submitted consequent upon selection for outside employment.

To:

1. Teamaiismmangalagiri

Copy to:

1. Executive Director, AIIMS Mangalagiri - for kind information
2. /Dean(s)/ MS/Registrar/Financial Advisor, AIIMS Mangalagiri.
3. All HoDs/Section Heads, AIIMS Mangalagiri.
4. Guard File.


(Col. Shashikanth Thumma)
Deputy Director ((Admin))
కర్నెల్ శశికాంత్ తుమ్మా

Colonel Shashikanth Thumma
उप निदेशक (प्रशासन) / Deputy Director (Administration)
All India Institute of Medical Sciences, Mangalagiri
Ministry of Health & Family Welfare, Government of India.