



अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD
"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"
हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना - 508126, भारत
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या/No. AIIMS/BBN/323/Leave/Est/ 208

दिनांक / Date. 23rd Feb 2024

कार्यालय आदेश /OFFICE ORDER

Sub: Delegation of powers for sanctioning of leave

Ref: 1. Recommendations of the Committee constituted for delegation of powers for sanctioning of leaves.
 2. Orders of the Executive Director dated 16.02.2024 & 21.02.2024

Vide references cited above and as per the provisions of the section 11 (c) of AIIMS Regulations, 2019 the powers for sanctioning of various types of leaves are delegated as below.

A: Leaves up to 10 Days:

- Casual Leaves (CL), Special Casual Leave and Restricted Holidays:** To be approved by the concerned section Heads/Controlling Officer maintaining appropriate records.
- EL & HPL:** The grant/sanction of Earned Leave (EL), Half Pay Leave (HPL) & Commuted Leave on medical grounds up to 10 days.

Cadre/Designation	Authorised Officer for sanctioning of leave up to 10 days
Faculty, Sr. Residents & Jr. Residents	Dean (Academics)
Nursing Cadre and All Hospital Staff	Medical Superintendent
Group 'A', 'B' & 'C' Employees including College of Nursing	Deputy Director (Admin)
Deans, MS, DDA, FA, SE and HoDs.	Executive Director

- Maternity Leave, Paternity Leave, Child Care Leave & EOL:** To submit through proper channel to the Administration for the approval of the Executive Director.

- Academic Leaves:** All academic Leaves of Faculty members shall be approved by the Executive Director on recommendation of Dean (Academics).

B: Leaves beyond 10 Days: Application for Leave above 10 days, for all cadres of employees is to be routed through proper channel to the Administration for the approval of the Executive Director.



Bipin P. Varghese

डॉ बिपिन पी वर्गसि/Dr Bipin P. Varghese
 उप निदेशक (प्रशासन)/Deputy Director (Admin)

प्रति/To,

- PS to Executive Director
- Dean (A)/Dean (E)/Dean (R)
- MS/FA/SE/HoD's/All Faculty members
- Faculty I/C Administration/Accounts Officer
- Faculty I/C College of Nursing
- Faculty I/C Nursing Officers
- Office Copy.

- for kind information of Executive Director.

- for kind information and necessary action.