



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD
"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"
हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर), तेलंगाना – 508126, भारत

संख्या/No. AIIMS/BBN/ADMIN/353/LVE/NO/EST/09

दिनांक/Date: 27th Feb 2024

कार्यालय ज्ञापन/OFFICE MEMORANDUM

विषय/Subject : Addendum: Calculation of Earned Leave for Faculty (Vacation Staff) at AIIMS, Bibinagar, Hyderabad – reg.

- संदर्भ/Ref:** 1. This Office Memorandum No AIIMS/Bibinagar/ADMIN/Estt/ 2021/360 dated 11th June 2021.
2. AIIMS New Delhi Standing Academic Committee Resolution No. 14 vide their No 4-19/73/Acad dated 13 Dec 1973.
3. AIIMS, New Delhi letter No F-20-57/209-Estt-I/(FC) dated 23rd Jan 2021.
4. Approval of the Competent Authority dated 26-12-2023

The below clarifications are issued based on the recommendations of the Committee constituted to recommend EL's in lieu of the Vacation not taken/granted for the faculty members and other vacation staff.

1. Maximum amount of Earned Leave (EL) that can be credited to an employee in a year is 30 days.
2. Credit of Earned Leave's into faculty leave account in the **first year of service will be calculated as below.**
 - a) Faculty will be credited Earned Leave as per Rule 26 & 27 of CCS (Leave) Rules 1972.
 - b) No vacation can be availed by the faculty in the first six months of continuous service as per OM quoted at Ref 1 above.
 - c) If the Faculty submits an undertaking that he/she shall not avail vacation in the first year of service, then 2½ days Earned leaves shall be credited to the leave account for each completed calendar month of service till 30th June/31 December whichever falls earlier after assuming the service. The month in which faculty member assumed service will be ignored for calculating ELs, if the date of assuming service is after 1st of that month. Thereafter, advance credit of ELs at a uniform rate of 15 days will be done on the 1st of July or 1st of January whichever is earlier for the Next 6 months of service. Thereafter, 2½ days ELs shall be credited per completed month of service till the end of the month in which faculty would complete one year of continuous service.
 - d) If the faculty does not submit the above said undertaking, 2½ ELs shall be credited per completed month of service.
 - e) No credit of ELs in lieu of HPLs will be done in the first year of service.
 - f) In the case of faculty who avail vacation after six months of actual service, proportionate deduction of 8 ELs in lieu of Summer Vacation/ 2 ELs in lieu of Winter Vacation will be made in the leave account of the faculty.

3. From second year of service onwards, all faculty of the Institute will be treated as Vacation Staff as per Rule 28 of CCS (Leave) Rules 1972 and Earned Leaves will be calculated accordingly as below.
- (a) **Earned Leave in lieu of Half Pay Leave:** Proportionate credit of ELs in lieu of HPLs will be done on the date of commencement of second year of service for the period falling between date of the completion of first year of actual service till the next 30th Jun/31st Dec of that year, whichever is earlier. Advance credit of ELs in lieu of HPLs will be done on the first day of January and July of every calendar year commencing from the second year of service.
- (b) **Earned Leave in lieu of un-availed portion of Vacation:** Faculty member shall be entitled for additional earned leaves 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. Proportionate credit of ELs in lieu of un-availed half of vacation will be done at the end of both halves of respective vacation period (Summer/Winter).
4. One time regularization of ELs of faculty who have joined before the issuance of this addendum shall be done as per above guidelines.
5. All other guidelines in OM quoted at Reference 1 above remain unchanged.
6. This is issued with the approval of the Competent Authority.



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

प्रति/To,

- | | |
|--|---|
| 1. PS to President, AIIMS Bibinagar | - for kind information of President. |
| 2. Executive Director | - for kind information of Executive Director. |
| 3. Dean (A)/Dean (R)/Dean(E) /MS | |
| 4. All HoDs | |
| 5. Financial Advisor | |
| 6. Faculty I/C Administration/Accounts Officer | |
| 7. Faculty I/C College of Nursing | |
| 8. Office Copy. | |
- } - for kind information.