



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
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अखिलभारतीयआयुर्विज्ञानसंस्थान,बीबीनगर,
हैदराबादमेट्रोपोलिटनक्षेत्र,तेलंगाना - 508126

डीन का कार्यालय (शैक्षणिक)/OFFICE OF THE DEAN (ACADEMIC)

संख्या/No: AIIMS/BBN/Registrar/2025/1046

दिनांक/Date: 11th Sept. 2025

LEAVE RULES FOR SENIOR-RESIDENTS (3-YEAR DM/M.Ch PROGRAM) AND YEARS 4 TO 6 OF 6-YEAR DM/MCH PROGRAM

Leave: Senior residents are permitted to avail leave as under:

Year	Leave permitted
First	24*
Second	30
Third	36

- Calculated on pro-rata basis (i.e. during the first year of their tenure, they will be sanctioned leave only based on the number of days that they have already earned, i.e 2.5 days per completed month).

General leave rules:

Candidates are not entitled to any other leave except as above.

- Leave of different years cannot be clubbed together i.e; leave of one year cannot be carried forward to another year.
- Any leave **beyond the above limit** in any year will be treated as Extra Ordinary Leave (EOL) (EOL for maximum of 30 days) **without pay**. It is mandatory to apply through proper channel with proper justification to Dean (Academic) well in advance (at least 10 days before proceeding on leave). Dean academics is the competent authority for sanctioning such leave. Candidate will have to work for an extended period of time, equivalent to that of EOL to complete his tenure.
- If the EOL duration exceeds 30 days over 3 years, residency will be extended by the duration of EOL and the final examination of the candidate will be postponed till after completion of the tenure.
- Any EOL beyond 30 days would be sanctioned only in exceptional circumstances on medical grounds, after review by the medical board constituted by the Dean (Academics).
- Overstay on leave without proper sanction/wilful absence from duty will render a resident liable to disciplinary action by Institutional Disciplinary Committee.
- In case of unauthorized absence, then first notice to report to the department should be sent to the student within 7 days from HOD. In case he/she doesn't join within 7 days, information is to be sent to Dean (A) Office. Another notice will be sent from Dean (A) office to the candidate and his/her

still does not join, then a final notice will be issued as the last opportunity to join in another 7 days, failing which a disciplinary action will be taken against the resident even to the level of cancellation of registration.

- g) Sanctioning of leave application is to be decided by the concerned authority on its merit to maintain patient care services. More than 40% of residents in a department cannot go on leave during a particular period unless special permission is obtained from the competent authority for a valid reason.
- h) If a Senior Resident posted in a location other than the parent department (peripheral posting) wants leave for any reason, the application should be forwarded and duly recommended by the HoD/Chief of concerned Department/Centre where in the resident is posted during the intended leave period and HoD of the parent department is the competent authority to recommend his/her leave/ conference leave.
- i) For long leave (more than 7 days), it is mandatory to apply to the Dean (Academic) through proper channel with proper justification well in advance (at least ten days before proceeding on leave). Dean (Academic) is the Competent Authority for sanctioning such leave.
- j) Candidates who go on long leave can only prefix or postfix Sundays/holidays to their leave duration. Sundays/holidays which fall within their leave duration will be counted as leaves. Candidates are not eligible for half day leaves.

Academic leave for attending an Academic event (CME/Conference/Symposium/Workshop):

- a) Academic leave of 7 days (can be splitted) per completed year (to attend conferences, CMEs, workshop, symposium, etcetera) is permitted without financial assistance. Any unavailed academic leave cannot be carried forward to next year.
- b) Application seeking permission for Academic leave should be furnished on an approved application form along with academic documents. An application completed in all respects, duly recommended and forwarded by concerned unit head and Head of the Department must be received in the Academic section (Registrar Office) well in advance at least 15 days prior to commencement of the event for consideration.
- c) After attending the Academic event, student is required to submit his/her certificate of attendance to the department.

Maternity leave:

Female Senior Residents (DM/M.Ch) are entitled for maternity leave as per the

period equal to the leave availed. The candidates will have to work for the extended period and the final examination of the candidate shall be postponed to the next examination session to allow for/ensure completion of the extended period of training.

Paternity leave:

Male Senior Residents (DM/M.Ch) are entitled for paternity leave (15 days) as per Government of India rules. The tenure will be extended if total leaves exceed 90 days (including Paternity leave) in 3 years.

Leave travel concession:

DM/M.Ch residents are eligible for hometown leave travel concession once in their 3- year term, but only after completion of one year of service.

Leave encashment:

As per instruction contained in CCS Leave Rules, 1972, Senior Residents (Academic) are entitled for leave encashment for unavailed leaves (out of total 90 days leave as above) on completion of tenure period after submission of final no-dues from the concerned departments.

This is issued with the approval of competent authority.

N. John
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