



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203

All India Institute of Medical Sciences, Rishikesh - 249203

(Establishment)

F. No.-AIIMS-RISHI/203/2026/ 1192

Date: 20.05.2026

Addendum

In continuation of Office Order No. AIIMS-RISHI/2023/2025/S.A.O./3313 dated 23.04.2025, subsequent Addendum dated 18.07.2025 and Corrigendum dated 06.01.2026, the following modification is hereby issued:

1. Sanctioning Authority for Ex-India Leave

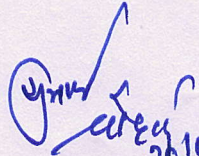
The Competent Authority for sanction of Ex-India Leave, irrespective of the duration, for all categories of employees shall be the Executive Director, AIIMS Rishikesh.

2. Leave Flow of Hospital Attendant Grade III (Nursing Orderly)

In partial modification of the existing leave flow (as reflected against Sr. No. 7 under Nursing Cadre in Office order dated 23.04.2025), the Approving/ Sanctioning Authority for leave in respect of Hospital Attendant Grade III (Nursing Orderly) shall be Deputy Nursing Superintendent/ Head of Department.

2. Rest of the Leave Flow will remain unchanged as per the Office Order dated 23.04.2025.

This issues with the approval of the Competent Authority, AIIMS Rishikesh.


20/05/2026
(Subhash Chauhan)

Administrative Officer (Officiating)

Copy to:-

1. PPS to Executive Director
2. PS to Dy. Director (Admin.)
3. PS to MS/ Dean (A)/ FA/ SE
4. PA to Principal, College of Nursing
5. Registrar/ CNO/ SPCSO
6. Sr. Librarian/ PRO/ Law Officer/S.A.O.
7. All HODs/ In-Charge
8. IT Cell to upload on the Institute Website and also change the leave flow in E-Office as per above
9. Guard File
10. Notice Board.



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences, Rishikesh

No.- AIIMS-RISHI/203/2025/S.A.O./ 3313

Date: 23.04.2025

OFFICE ORDER

In supersession of all previous orders regulating Leave Flow, the new Leave Flow chart of all groups of Officials working on regular basis in AIIMS, Rishikesh shall be as per **Annexure-1**.

2. Sanctioning Authority will directly send the leaves to the concerned Administrative authority for the record purpose.
3. All casual leaves will be sanctioned by the concerned Reporting authority and sent to the concerned administrative authority for the record purpose.
4. Special Casual Leave/ Extraordinary Leave/ Leave Not Due/ Maternity Leave (irrespective of number of days) will be approved by Executive Director. Further, any kind of leaves for a period of more than four weeks of all employees will be sanctioned by Executive Director. Such leave applications should be physically filled and sent to the concerned Administrative Authority through e-receipt after getting it recommended from Reporting Authority.
5. No employee shall proceed on leave without prior sanction of the leave. Any period of absence without prior sanction shall be treated as Dies Non (without break in service).

This issues with the approval of the President, AIIMS Rishikesh.

— मुकेश पाल
23/4/25
(Mukesh Pal)

Sr. Administrative Officer

Copy to:-

1. PPS to Executive Director
2. PS to Dy. Director (Admin.)
3. PS to MS/ Dean (A)/ FA/ SE
4. PA to Principal, College of Nursing
5. Registrar/ CNO/ SPCSO
6. Sr. Librarian/ PRO/ Law Officer/ A.O.
7. All HODs/ In-Charge
8. IT Cell to upload on the Institute Website and also change the leave flow in E-Office as per Leave Flow Chart provided in Annexure-1
9. Guard File
10. Notice Board.

Dean (A), ADMINISTRATION & ACCOUNTS DEPARTMENT

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1	DDA	A		ED		Non faculty desk
2	SAO	A		DDA		
3	Sr. Librarian	A	Chairman, Library Committee		DDA	
4	Law Officer	A		DDA		
5	Dy. CSO	A		DDA		
6	AO	A		DDA		
7	Registrar	A		Dean (A)		
8	ACE	A		Dean (E)		
9	FA	A		ED		
10	F&CAO	A		FA		
11	Account Officer	A		F&CAO	FA	
12	O/o ED	A, B & C		ED		Group B & C (Establishment)
13	O/o DDA	B & C		DDA		
14	O/o Dean (A)	B & C		Dean (A)		
15	O/o Registrar	B & C		Registrar		
16	O/o Exam Cell	B & C	ACE	Dean (E)		
17	O/o Recruitment Cell	B & C	In-Charge	SAO		
18	O/o SAO/AO	B & C	AO / SAO	SAO		
19	O/o Accounts Officer / F&CAO	B & C	Accounts Officer / F&CAO	F&CAO		
20	O/o FA	B & C		FA		
21	O/o Security	B & C	Dy. CSO / Security Officer	Dy. CSO		
22	O/o Central Library	B & C		Sr. Librarian		
23	O/o Law Dept.	B & C		Law Officer	SAO	
24	O/o Hindi Cell	B & C		Rajbhasha Adhikari		

NURSING CADRE

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.	CNO	A	MS			Non-Faculty desk
2.	NS	A	CNO	MS		
3.	DNS	A	CNO	MS		
4.	ANS	A	DNS	CNO	MS	
5.	Senior Nursing Officer	B	ANS	DNS		Group B Nursing Establishment
6.	Nursing Officer	B	ANS	DNS		
7.	Hospital Attendant	C	ANS / HOD*	DNS / HOD*	CNO	Group C (Establishment)

**For HAs working in Departments, HOD concerned will be Reporting & Controlling Authority.*

FOR DEPARTMENTS / SECTIONS UNDER HOSPITAL ADMINISTRATION

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1	MS	A	ED			Faculty desk
2	DMS	A	MS		ED	Non-Faculty desk
3	O/o MS	B & C	MS			Group B & C (Establishment)
4	All Group, B and C posts working in Depts. (Non-Nursing)	B & C	HOD/In-Charge	MS/ Nominated Representative of MS		Group B & C (Establishment)

ENGINEERING DEPARTMENT

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.	SE	A	ED			Non faculty desk
2.	Executive Engineer	A	SE			
3.	Group B & C posts		EE concerned			Group B & C (Establishment)

SANITATION DEPARTMENT

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.	All Staffs	Group B & C	In-Charge Sanitation Dept.		MS/ Nominated Representative of MS	Group B & C (Establishment)

CENTRAL STORE

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority (Cadre Controlling)	Administrative Authority (for records purpose)
1	SPCSO	A	DDA			Non faculty desk
2	Store Officer	A	MS			
3	O/o SPCSO	B & C	SPCSO			Group B & C (Establishment)
4	O/o Store Officer	B & C	Store Officer	MS		

Nursing College

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1	Principal	A	Dean (A)			Faculty desk
2	Assoc. & Asst. Professor	A	Principal	Dean (A)		
3	Tutor	A	Principal	Dean (A)		
4	O/o Principal	B & C	Principal			Group B & C (Establishment)

Medical College

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1	HoD	A	Dean (A)			Faculty desk
2	Professor	A	HoD	Dean (A)		
3	Addl. Professor	A	HoD	Dean (A)		
4	Assc. Professor	A	HoD	Dean (A)		
5	Asst. Professor	A	HoD	Dean (A)		



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश-249203
All India Institute of Medical Sciences, Rishikesh - 249203

NO. AIIMS-Rishi/203/2025/S.A.O./ 772

Date: 18.07.2025

Addendum

In continuation of Office Order No. AIIMS-RISHI/203/2025/S.A.O./3313 dated 23.04.2025, vide which Leave Flow Chart of all groups of Officials working on regular basis in AIIMS Rishikesh was circulated, the following leave flow channel is to be followed for submission of leave applications of below-mentioned category of officials at the institute:

FOR DEPARTMENTS / SECTIONS UNDER HOSPITAL ADMINISTRATION

S. No.	Post / Category	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1	All Group A Officials working in Departments under Hospital Administration viz. Sr. Medical Officer Ayush, Medical Officer Ayush, CSSD Officer, Clinical Psychologist, Antenatal Medical Officer, Sr. Medical Physicist, Clinical Embryologist etc.	HOD/ In-Charge		MS	Non-Faculty Desk

IT cell

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.		Group B & C	In-Charge, IT Cell		SAO	Group B & C (Establishment)

Central Sterilization Services Department

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.		Group B & C	CSSD Officer		In-Charge/ HOD	Group B & C (Establishment)

Hostel

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.		Group B & C	Provost		Chief Provost	Group B & C (Establishment)

Contd...2/-

RTI Cell

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving/ Sanctioning Authority	Administrative Authority (for records purpose)
1.	Group B & C		CPIO		SAO	Group B & C (Establishment)

Note: For Group B and C Posts not mentioned in Office Order of Odd no. dated 23.04.2025 and addendum thereon, the Reporting and Controlling Authority will be In-Charge and Accepting Authority will be Head of Department having pay level not lower than level 11.

2. Special Casual Leave/ Extraordinary Leave/ Maternity Leave/ Child Care Leave/ Leave Not Due (irrespective of number of days) will be approved by Executive Director. Further, any kind of leaves for a period of more than four weeks of all employees will be sanctioned by Executive Director. Such Leave Applications should be physically filled and sent to concerned Administrative Authority through e-receipt after getting it recommended from Reporting Authority.

3. Officials working on regular basis will be eligible for Compensatory Leave in lieu of duty only against Gazetted Holidays.

4. The accumulation of Compensatory Leave in lieu of duty against Gazetted Holidays will not be subject to any limit, but such Compensatory Off shall be availed within a month of its becoming due.

5. However, not more than two days Compensatory Leave shall be allowed to be availed of at a time.

This issues with the approval of the Executive Director, AIIMS Rishikesh.

Mukesh Pal
18/7/25

Sr. Administrative Officer

Copy to:-

1. PPS to Executive Director
2. PS to Dy. Director (Admin.)
3. PS to MS/ Dean (A)/ FA/ SE
4. PA to Principal, College of Nursing
5. Registrar/ CNO/ SPCSO/Sr. Librarian/ PRO/ Law Officer/ A.O.
6. All HODs/ In-Charge
7. IT Cell to upload on the Institute Website and also change the leave flow in E-Office
8. Guard File
9. Notice Board.



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश

All India Institute of Medical Sciences, Rishikesh - 249203

#AIIMS/Rishi/203/2025/ 993

Date- 06/01/2026

संशोधन/Corrigendum

यह कार्यालय आदेश संख्या AIIMS/Rishi/203/2025/S.A.O/3313 दिनांक 23.04.2025 तथा इसके पश्चात जारी परिशिष्ट संख्या AIIMS/Rishi/203/2025/S.A.O/772 दिनांक 18.07.2025, जो कि अवकाश प्रवाह (Leave Flow) से संबंधित हैं, के संदर्भ में है, जिसमें निम्नानुसार संशोधन किया गया है।

This is in reference to Office Order No. AIIMS/Rishi/203/2025/S.A.O/3313 dated 23.04.2025 and the subsequent Addendum No. AIIMS/Rishi/203/2025/S.A.O/772 dated 18.07.2025 regarding the leave flow chart which is being revised as detailed below.

2. विशेष आकस्मिक अवकाश, असाधारण अवकाश, मातृत्व अवकाश, शिशु देखभाल अवकाश तथा अवैतनिक अवकाश (Leave Not Due) के लिए स्वीकृति / अनुमोदन प्राधिकारी अब निम्नलिखित विवरणानुसार होंगे:

The Sanctioning/Approving Authority for Special Casual Leave, Extraordinary Leave, Maternity Leave, Child Care Leave and Leave Not Due, shall henceforth be as per the details mentioned below:

पद/ Posts	28 दिनों तक या उसके कम अवकाश के लिए स्वीकृति / अनुमोदन प्राधिकारी Sanctioning/Approving Authority for Leaves of Less than or equal to 28 days.	28 दिनों से अधिक अवकाश के लिए स्वीकृति / अनुमोदन प्राधिकारी Sanctioning/Approving Authority for Leaves of more than 28 days.
फैकल्टी / नर्सिंग फैकल्टी / ट्यूटर / सीनियर रेजिडेंट (SR) / जूनियर रेजिडेंट (JR) Faculty/ Nursing Faculty/Tutors/ SR/JR	डीन (शैक्षणिक) Dean (Academics)	कार्यकारी निदेशक, एम्स ऋषिकेश Executive Director, AIIMS Rishikesh
गैर-फैकल्टी /Non-Faculty		
समूह 'A', 'B' एवं 'C' (प्रशासनिक पद) Group A, B & C (Administrative Posts)	उप निदेशक (प्रशासन) Deputy Director (Administration)	
समूह 'A', 'B' एवं 'C' (चिकित्सा पद) Group A, B & C (Medical Posts)	चिकित्सा अधीक्षक Medical Superintendent	

* नोट- ऐसे अवकाश आवेदन भौतिक रूप में पूर्ण रूप से भरे जाएंगे एवं संबंधित रिपोर्टिंग प्राधिकारी से अनुशंसा प्राप्त करने के पश्चात ई-रसीद के माध्यम से संबंधित प्रशासनिक प्राधिकारी को प्रेषित किए जाएंगे।

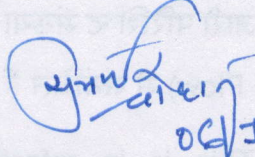
Note- Such Leave Applications should be physically filled and sent to concerned Administrative Authority through e-receipt after getting it recommended from Reporting Authority.

Cont..2/-

3. दिनांक 23.04.2025 के कार्यालय आदेश के अनुसार, अवकाश प्रवाह की शेष व्यवस्था यथावत रहेगी।
Rest of the Leave Flow will remain unchanged as per the Office Order dated 23.04.2025.

यह आदेश सक्षम प्राधिकारी, एम्स ऋषिकेश की स्वीकृति से जारी किया जाता है।

This is issued with the approval of Competent Authority, AIIMS Rishikesh.


06/Jan/2026

(सुभाष चौहान)/(Subhash Chauhan)

कार्यकारी प्रशासनिक अधिकारी /Officiating Administrative Officer

एम्स ऋषिकेश/ AIIMS Rishikesh

प्रतिलिपि:/Copy to: -

- 1).प्रधान निजी सचिव, कार्यकारी निदेशक /PPS to Executive Director.
- 2).निजी सचिव, डीन (शैक्षणिक) / उप निदेशक (प्रशासन) / चिकित्सा अधीक्षक /PS to Dean (A)/DDA/MS.
- 3).सभी विभागाध्यक्ष / समूह 'A' अधिकारीगण/ All HODs/ Group A Officers.
- 4). समस्त संबंधित कर्मचारीगण/All concerned employees.
- 5).आईटी सेल को संस्थान की वेबसाइट पर अपलोड करने हेतु/IT Cell to upload on the Institute Website.
- 6).गार्ड फ़ाइल/Guard File

कार्यकारी निदेशक, एम्स ऋषिकेश Executive Director, AIIMS Rishikesh	डीन (शैक्षणिक) Dean (Academics)	ग्रुप 'A', 'B' एवं 'C' (शासनाधीन पद) Group A, B & C (Administrative Posts)
	उप निदेशक (प्रशासन) Deputy Director (Administration)	ग्रुप 'A', 'B' एवं 'C' (चिकित्सा पद) Group A, B & C (Medical Posts)
	उप निदेशक (अध्यापन) Deputy Director (Teaching)	