



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.**

*[Handwritten Signature]*  
**(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/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.