



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203

All India Institute of Medical Sciences, Rishikesh - 249203

F. No.-AIIMS-RISHI/203/2026/1282

Date: 10.07.2026

Circular

Sub: Submission of Monthly absentee/ leave report and Mandatory Routing/ Movement of Leave Applications through concerned Establishment Section

Attention is invited to **Office Order No.: 204/ FA/2024/587 dated 01.02.2024**, wherein all HODs were requested to forward category-wise duly signed and stamped leave/ absentee report from 16th day of previous month to 15th day of current month of all permanent/ contractual staffs working under them to Accounts with copy to Registrar/ Administrative Officer on or before 20th day of every month for processing salary bills.

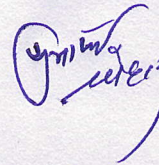
2. However, it has been observed that several departments are not submitting the aforesaid monthly absentee/ leave report to Accounts/Administration Section, which has been viewed seriously by the Competent Authority.

3. It has also been noticed that some officials are submitting their leave applications directly to the Leave Recommending/ Sanctioning authorities without prior verification and necessary dealing by the concerned Establishment Section. Such practice, being in deviation from the prescribed procedure, has resulted in discrepancies in the maintenance of leave accounts and service records of the official (s).

4. In order to streamline the process and ensure accuracy in leave accounts and service records, the following directives are hereby communicated for strict compliance:

- **Mandatory Routing/ Movement of Leave Applications:** All leave applications must be first submitted to the concerned Establishment Section prior to the recommendation/ sanction of the Competent Authority. The concerned Establishment section will verify the leave entitlement and update the leave records before the application is processed further.
- **Avoidance of Direct Applications:** Leave applications not duly "Dealt With" and verified by the concerned Establishment Section shall not be considered for recommendation or sanction by the Recommending/ Sanctioning Authority.
- **Mandatory prior sanction of leave:** Officials shall ensure that leave is availed only after obtaining prior sanction from the Competent Authority.

5. Any Failure to adhere to the above procedure may result in the leave being treated as **unauthorized absence** and necessary entries in this regard may be made in the service records of the concerned individual.

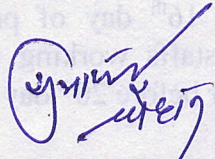

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6. Further, the officials, whose e-office has been activated, will submit their leave only through E-Office and no physical leave application will be entertained for such officials.

7. All HoDs/ Officers In-Charge are requested to kindly bring the above instructions to the notice of all officials working under their control to ensure strict compliance with the directions of Competent Authority.

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


(Subhash Chauhan)

Administrative Officer (Officiating)

Copy to:-

1. PPS to Executive Director
2. PS to Dean (A)/ Dy. Director (Admin.) /SE /MS
3. PA to Principal, College of Nursing
4. Registrar/ CNO/ SAO/F&CAO
5. Sr. Librarian/ PRO/ Law Officer/Accounts Officer
6. All HODs/ In-Charge
7. All Officials
8. IT Cell to upload on the Institute's Website
9. Guard File/ Notice Board.