



AIIMS-Rishi/203/SAO/648

Date 18 July 2025

Office Order

It has been observed by the Administration that some Nursing Personnel are proceeding on leave before their leave applications are received and approved by the Competent Authority. This is a violation of the leave policy, as previously communicated through Office Order dated 30/01/2024, which clearly states:

"All leave applications must be submitted to the Administration Section at least 15 days prior to the intended date of leave. Any leave taken without prior approval will be treated as unauthorized absence."

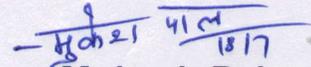
Despite clear instructions, instances of non-compliance continue to be reported.

In view of the above and with the approval of the competent authority, the Chief Nursing Officer is hereby advised to ensure that all nursing personnel strictly adhere to the following guidelines:

- (A) All leave applications must be submitted at least 15 days in advance to allow sufficient time for administrative processing and approval.
- (B) No nursing staff member shall leave the institute/headquarters before formal approval of their leave is granted by the competent authority.
- (C) Any instance of proceeding on leave without prior approval shall be treated as unauthorized absence and may attract disciplinary action as per extant rules and regulations.

All Nursing personnel are directed to comply with the above instructions without exception. Non-compliance will be viewed seriously.

This order is issued with the approval of the Executive Director, AIIMS Rishikesh.


Mukesh Pal

Sr. Administrative Officer

Copy to:

- (1) PPS to Executive Director
- (2) PS to DDA/SAO/MS/NS/Account's office(Salary)
- (3) Registrar/CNO/All HoD's/In-charge
- (4) IT Cell to upload on Institute website
- (5) Guard File/Personal File.