



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.

Annexure-1**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	CNO	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)

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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			
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)		