



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

AIIMS-Rishi/203/AO/ 389

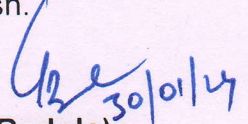
Date: 30.01.2024

OFFICE ORDER

In supersession of all previous order, the leave flow of regular Group B & C employees shall be as per **Annexure-I**. Application for Paternity Leave/Maternity Leave/Child Care Leave and Special Casual Leave will be filed only on manual basis as per existing practice and will be approved by Executive Director.

2. All leaves should reach Administration at least 15 days before the commencement of the leave. No employee shall proceed on leave without prior sanction. Any leave application receive after commencement of leave shall be treated as absent.

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


(Gaurav Badola)
Administrative Officer

Copy to: -

1. PPS to Executive Director
2. PS to DDA/MS/Dean(A)/FA
3. Registrar/CNO/SAO/SPCSO
4. All HoD's/In-charge
5. IT Cell - to upload on Institute website
6. Guard File.

NURSING CADRE

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	Senior Nursing Officer	Group B	ANS	CNO	MS	Admn. Officer	
2.	Nursing Officer	Group B	ANS	CNO	MS		
3.	Hospital Attendant	Group C	ANS / HOD*	CNO / HOD*	MS		

*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 Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	All Group B and C posts (non-faculty, non-nursing)		HOD/In-Charge		MS	Admn. Officer	

ENGINEERING DEPARTMENT

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	All Group B & C posts		EE concerned		SE	Admn. Officer	

SANITATION DEPARTMENT

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	Sanitation office	Group B & C	Sr. Sanitation Officer	Admn. Officer	DDA	Admn. Officer	

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CENTRAL STORE

S. No.	Post / Category	Group	Reporting Authority	Controlling Authority	Approving Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	O/o SPCSO	Group B& C	SPCSO		DDA	Admn. Officer	
2.	O/o Store Officer	Group B& C	Store Officer	SPCSO	DDA	Admn. Officer	

ADMINISTRATION & ACCOUNTS DEPARTMENT

S. No.	Section/Dept.	Group	Reporting Authority	Controlling Authority	Approving Authority (Cadre Controlling)	Sanctioning Authority (for records purpose)	Remarks
1.	Registrar Office	Group B & C	Registrar	DDA	DDA	Admn. Officer	
2.	Exam Cell		Asst. Controller of Exam	Dean(E)	DDA		
3.	Recruitment Cell		In-Charge	DDA	DDA		
3.	O/o Admn. Officer & Sr. Admn. Officer		AO / SAO		DDA		
4.	O/o Accounts Officer / F&CAO		Accounts Officer / F&CAO		FA		
5.	Security Office		Dy. Chief Security Officer / Security Officer		DDA		
6.	Central Library		Sr. Librarian		DDA		
7.	Law Dept.		Law Officer		DDA		
8.	Hindi Cell	Rajbhasha Adhikari		DDA			

Note: For employees posted in Director / DDA Office, the Executive Director / DDA will be Reporting/Controlling & Approving Authority.

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30/01/24