



आखल भारतीय आयुर्वेज्ञान संस्थान, ऋषिकेश
All India Institute of Medical Sciences, Rishikesh – 249203
Academic Section

Letter No. AIIMS/RKSH/Dean(A)/25/1365/03.06.2025

SOP for Leave Rules of Residents:

A. Entitled leave for various residency courses:

1. **MD/MS/MDS (3 years course /Junior Resident)** are entitled for the following leave during the three years training:
 - a. **First year:** 30 days leave, calculated on pro-rata basis (i.e. during the first year of their tenure, they will be sanctioned leave only on the basis of number of days that they have already earned).
 - b. **Second year:** 36 days leave
 - c. **Third year:** 36 days leave
2. **DM/M. Ch (6 years course)-** They will be governed by rules of Junior Residents for first 3 years and Senior residents in next 3 years.
3. **DM/M. Ch candidates (3 years course/Senior Resident)** are entitled for the following leave during the three years training:
 - a. **First Year:** 24 Days
 - b. **Second Year:** 30 Days
 - c. **Third Year:** 36 Days

B. General leave rules for Residents:

Candidates are not entitled to any other leave except that mentioned herein.

- a. Sanctioning of leave application is to be decided by the concerned authority on its merit to maintain patient care services.
- b. Leave of different years cannot be clubbed together i.e ; leave of one year cannot be carried forward to another year.
- c. Leave availed by candidates **beyond permissible** limit for that year shall be treated as Extra Ordinary Leave (EOL for maximum of 30 days) **without pay**. It is mandatory to apply through proper channel with proper justification to Dean Academics well in advance (at least ten days before proceeding on leave). Dean Academics is the Competent Authority for sanctioning such leave. Candidate will have to work for the extended period of time, equivalent to that of EOL to complete his tenure.
- d. Any EOL beyond 30 days would be sanctioned only in exceptional circumstances, after review by the Board constituted by the Dean (Academics).



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e. Overstay on leave without proper sanction/intentional absence from duty render a resident liable to disciplinary action by Institutional Disciplinary Committee.

f. In case the candidate is on unauthorized leave, then first notice to report to department should be sent to the student within 7 days from HOD. **In case he/she does not join within 7 days, information is to be sent to Dean (A) Office.** Another notice will be sent from Dean A office to the candidate and his/her parents, asking for explanation and to join within 7 days of receiving the notice. In case the candidate still does not join, then a final notice will be issued as last opportunity to join in another seven days, failing which a disciplinary action will be taken against the resident even to the level of cancellation of the registration.

g. If any Resident is posted for > 15 Days to some other department on the context to part of training /curriculum, applies for entitled leave or conference leave, then its application should be forwarded by the HOD wherein resident is posted on rotation basis although **HOD of the parent department is the competent authority to recommend his/her leave/conference leave.**

h. Leave of long duration (all /half the leave at a time, entitled for that year), can be sanctioned by Head of the department. However, it is mandatory to apply with proper justification and at least one month in advance.

i. Candidate who go on long leave can only prefix or postfix Sundays/holidays to their leave duration. Sundays/holidays which fall within their leave duration will be counted as leaves.

C. Leave Encashment:

a. Residents are entitled for leave encashment for unavailed leaves as per instruction contained in CCS leave rules 1972. (**Authority: Ministry of health & family welfare order No S.11014/5/97, ME (P) dated 18.04.2000.**)

b. Unavailed leave can be encashed after completion of tenure period on submission of final **NO DUES** from the concerned departments.

c. For encashment, leave of total tenure can be clubbed.

d. Sponsored/Foreign National candidates are not entitled for leave encashment.

D. Academic leave for attending an Academic event (CME/ Conference/ Symposium/ Workshop):

a. Junior Residents (Academic) will be granted permission to attend the academic activities i.e. CME/ Conference/ Symposium/ Workshop, etc. They can avail total 09 (can be splitted) days of Academic Leave during the entire tenure of three years, without financial assistance.

b. Senior resident (DM /M.ch) will be granted permission to attend the academic activities i.e. CME/ Conference/Workshop etc. They can avail total 07 days /year (can



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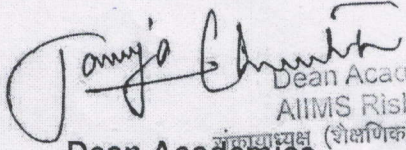
- c. The applications of those candidates who have already availed entitled days of Academic Leave will be free to avail leaves for academic purpose from their permissible leave for the year.
- d. Academic Leave will be considered only after recommendation of the concerned Head of the Department, subject to approval from the Dean (Academics).
- e. Application for seeking permission for Academic Leave should be furnished on approved application form along with academic documents. An application completed in all respects, duly recommended and forwarded by concerned unit head and Head of the Department must be received in Academic Section well in advance at least 7 days prior to commencement of the event for consideration.
- f. After attending the Academic event, student is required to submit his/her certificate of attendance to the department.

E. Maternity Leave

Female Residents are entitled for maternity leave as per Govt. of India rules during their course with full pay. Their period of registration/training will be extended for the equivalent period of leave availed. They will have to work for the extended period and the final examination of the candidate shall be held after completion of 80 % attendance of her residency tenure.

F. Paternity Leave:

The Male Residents are entitled for paternity leave as per Govt. of India rules. The tenure of residency will be extended if the total leaves exceed 90 days for SR and 102 days for JR in 3 years.


Dean Academics
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