



Office of the Dean (Academic)

F.No. AIIMS/MG/Dean (A)/2024/133

Date: 29/10/2024

CIRCULAR

Reference: Director's Office Circular No: #DIR/2024/303, dated April 24, 2024

In accordance with the directives from the above-mentioned circular, all academic residents are required to adhere to the following guidelines regarding leave applications:

1. Advance Submission Requirement:

All leave applications must be submitted at least **two weeks** prior to the intended start date of the leave. Failure to comply will result in the leave not being accepted, and the period will be considered as Loss of Pay (LoP).

2. Medical Leave Procedures:

For leave on medical grounds, residents must send an email to the Head of Department (HoD) with a copy to the Dean (Academic). Upon reporting back, residents are required to submit supporting medical documents; failure to do so will result in the period being classified as Loss of Pay (LoP).

3. Leave Entitlements for Academic Residents:

Junior Residents (Academic):

- First Year: 30 days of Earned Leave (EL)
- Second Year: 36 days of Earned Leave (EL)
- Third Year: 36 days of Earned Leave (EL)

Note: These are Earned Leaves (EL), **not Casual Leave (CL)**, and should be treated in accordance with EL rules. There is no provision for half-day leaves. If a holiday or Sunday falls within the leave period, it will be included as part of the leave. As per policy, these leaves cannot be carried forward, and Junior Residents are not entitled to any additional leave beyond the specified amounts. Any leaves exceeding these limits in a given year will be classified as Extra Ordinary Leave (EOL) without pay. The registration period will be extended by the number of days taken as Extra Ordinary Leave. If the Extra Ordinary Leave exceeds 30 days in total, the final exit exam of the candidate will be postponed by one session.

- Academic Leave: 9 days of leave for 3 years.

Mandatory: Attach the brochure of the CME; failing to do so will result in the leave being considered as Earned Leave (EL). Applications for AL should be submitted through the HoD to

the Dean (Academic); using the EL form will result in the leave being considered as Earned Leave (EL).

PDCC (Senior Residents, Academic):

According to the senior residency scheme, tenure will only be extended and examinations postponed if total leaves exceed 30 days within a single year.

Super Specialty (Senior Residents, Academic):

- First Year: 24 days of leave
- Second Year: 30 days of leave
- Third Year: 36 days of leave

Note: Leaves from different years cannot be combined. Availing leave beyond the specified limits will also be treated as Extra Ordinary Leave without pay, resulting in an extension of the registration period by the number of days of Extra Ordinary Leave. If the total Extra Ordinary Leave exceeds 30 days, the candidate's final exit examination will be postponed by one session.

- Academic Leave: 9 days of leave for 3 years.

Mandatory: Attach a brochure of the CME; failing to do so will result in the leave being considered as Earned Leave (EL). Applications for AL should be submitted through the HoD to the Dean (Academic). Using the EL form will result in the leave being considered as Earned Leave (EL).

4. Updated Leave Forms:

The updated leave forms for academic residents are attached with this Office Order as per Annexure-I.

It is imperative to adhere strictly to these guidelines to ensure the smooth processing of leave applications and records.

To,
All HOD's, AIIMS Mangalagiri

Copy for information to:

1. The Director
2. The Deans/MS/DDA/FA/AO/DDO
3. All faculty & Teaching staff, AIIMS Mangalagiri. (Through teamaiims)
4. Guard file.



Dean (Academic)
AIIMS, Mangalagiri

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