

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi – 110029

No. F.40-40/2024 (CAO)/Estt.-I

Dated: 22.7.2026

OFFICE MEMORANDUM

Subject: Prior sanction of leave and ensuring continuity of official work during the period of leave – Instructions regarding.

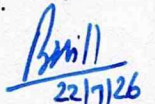
It has been observed that, in certain instances, employees proceed on leave without obtaining the prior sanction of the competent authority, resulting in inconvenience to the functioning of the Institute and disruption in the disposal of official work.

Attention is invited to the provisions of the Central Civil Services (Leave) Rules, 1972 and the instructions issued by the Department of Personnel & Training (DoPT), Government of India, governing the grant of leave from time to time.

Accordingly, all employees are advised to strictly adhere to the following instructions:

- i. Leave cannot be claimed as a matter of right. It is subject to the sanction of the competent authority in accordance with the provisions of the CCS (Leave) Rules, 1972.
- ii. No employee shall proceed on leave without obtaining the prior sanction of the competent authority, except in unavoidable circumstances, such as sudden illness or other genuine emergencies. In such cases, the employee shall inform the Controlling Officer at the earliest through the fastest available means of communication and submit the leave application without delay for regularization.
- iii. Casual Leave shall be applied for and obtained in advance, except in unforeseen or unavoidable circumstances. In such cases, the employee shall inform the Controlling Officer immediately through the fastest available means of communication and submit the leave application for regularization without undue delay.
- iv. Absence from duty without the prior sanction of leave or proper authorization may be treated as unauthorized absence and may invite appropriate action under the applicable rules.
- v. Before proceeding on leave, every employee shall ensure that all urgent and time-bound work has been duly attended to or properly handed over, in consultation with the Controlling Officer. The Controlling Officer shall, while recommending or sanctioning leave, ensure that suitable arrangements have been made for the discharge of the employee's official duties so that the functioning of the office is not adversely affected during the employee's absence.

All Chiefs of Centres, Heads of Departments/Centres/Units and Controlling Officers are requested to bring these instructions to the notice of all employees under their administrative control and ensure strict compliance.


22/7/26
(B.S. Gill)

Chief Administrative Officer

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- The Financial Advisor
- All the Sr. Administrative Officers / Administrative Officers
- Prof. I/c Computer Facility – with a request to place this on the AIIMS website
- Sr. Hindi Officer – to provide Hindi translation of this OM for circulation in Hindi

Copy for information to:-The Director, AIIMS/Addl. Director (Admn.)