

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029**

No. F. 58/UN(Pt.)/2016-Estt. (H.)

Dated: 11.12.2025

CIRCULAR

12 DEC 2025

Subject: Revised guidelines for grant of study leave to Nursing Personnel working at AIIMS, New Delhi-reg.

In pursuance of the Office Order No. 40-30/2025-Estt.I dated 31.01.2025, a meeting was held on 03.03.2025 at 04:30 P.M. in the Dean's Committee Room of Academic Section under the Chairpersonship of the Dean (Academic), AIIMS on the subject noted above.

In accordance with the recommendations of the Committee dated 19.03.2025 and with the approval of the Competent Authority for the said recommendation of the Committee, the following revised guidelines for the grant of study leave to Nursing Personnel are hereby circulated for information:

A. Grant of No Objection Certificate (NOC):

Existing Guidelines	Revised Guidelines
1. NOC is issued by the respective Establishment Section to all eligible nurses subject to the fulfilment of eligibility criteria.	1. Same as existing.
2. Applications must be submitted before the last date for the course.	2. Applications must be submitted at least two weeks <i>before</i> the last date of submission for the course.

B. Grant of Study Leave on Selection:

Existing Guidelines	Revised Guidelines
1. Nurses selected for PGIMER, NIMHANS, RAK College, or INIs are granted study leave.	1. Nurses selected at PGIMER, NIMHANS, any AIIMS, RAK College, or any INI shall be considered for study leave, subject to: (i) Not more than 1% of the sanctioned nursing strength of that Centre shall be on study leave at any point in time. (ii) In case of a tie: (a) Preference to those with longer service. (b) If service is equal, older age shall be the criterion.
2. CNO office to provide replacement if required.	2. The concerned Centre shall manage within its own resources.

Cont...2/-

C. Bond Condition:

The bond conditions for nursing personnel availing study leave at the Institute have been revised as follows:


"The concerned employee shall be required to execute a bond for a sum of Rs. 8 lakh in a non-judicial stamp paper of Rs. 100/- binding himself/herself to serve the Institute for a minimum period of five years from the date of re-joining at the Institute after return from such study leave. The said bond shall not be transferable to other Government/Institution.

In case of failure to serve the said period/in case of resignation/retirement/otherwise quitting service without returning to duty after period of study leave or within period of five years after return to duty or fails to complete the course of study, he/she shall be required to pay the entire bond amount to the Institute."

D. Implementation:

These revised guidelines shall come into immediate effect and will apply to all fresh study leave cases henceforth. All concerned are requested to take note and ensure compliance at their end.

This issues with the approval of the Director, AIIMS.


(JYOTI ARORA)
ADMINISTRATIVE OFFICER (H.)

Distribution:

1. Dean/s (Academic, Research, Examination)
2. All the Chiefs of Centres,
3. The Medical Superintendent (AIIMS)
4. All the Head of Department/Centres/Sections/NCI Jhajjar
5. Sr. Financial Advisor
6. The PIC Nursing
7. All the Sr. Administrative Officer/Administrative Officer/Asstt. Administrative Officer of all Centers of AIIMS.
8. Prof. I/c Computer Facility- **with the request to upload the same on the website.**
9. Sr. Hindi Officer- to provide the Hindi version for circulation in Hindi.

Copy to:

1. PPS/PS to the Director/The Addl. Director (Admn.)
2. Chief Administrative Officer, AIIMS.
3. Chief Nursing Officer, AIIMS- **with the request to circulate among all Nursing Personnel.**
4. The AIIMS Nurses Union.