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

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

Dated:

12 DEC 2025

CIRCULAR

SUBJECT: PREPARATION OF REAL-TIME DASHBOARD FOR TRANSPARENT TRACKING AND EQUITABLE PROCESSING OF STUDY LEAVE APPLICATIONS OF NURSING PERSONNEL AT AIIMS, NEW DELH.

While considering the revised guidelines for grant of study leave to Nursing Personnel working at AIIMS, New Delhi, it has been decided by the competent authority that to ensure transparency, a real-time dashboard shall be developed to enable transparent tracking and equitable processing of study leave applications.

Accordingly, the competent authority has been pleased to nominate the Chief Nursing Officer as the Nodal Officer for dashboard development, maintaining the centralized tracking list, ensuring adherence to the 1% cap, and preparing cases for periodic committee review.

Development of Real-Time dashboard:

(a)   The CNO shall initiate development of a real-time development of a real-time Dashboard for monitoring the sanction and utilization of study leave by Nursing personnel across all Centres/Blocks.

(b)   The CNO shall coordinate with the Computer Facility to ensure the Dashboard provides real-time tracking, transparency, automated monitoring of the 1% cap and equitable processing of study leave applications across all Centres/Blocks.

Centralized monitoring by the Chief Nursing Officer before submission for approval

In order to bring all study leave proposals of Nursing personnel under CNO's centralized monitoring before submission for approval, the concerned AAO/AO/Sr. AO of Centre/Block will send the file to the Chief Nursing Office for consolidation as per following chain:-

A.A.O./A.O./Sr.A.O. of concerned Centre → C.N.O. → A.A.O./A.O./Sr.A.O. of concerned Centre → Addl. M.S. → Chief of Centre → C.A.O.

Check-list based transparent review mechanism

In order to comply with the 1% cap and other prescribed conditions, the consolidation of the proposals will be done by the Chief Nursing Officer based on the basis of the following checkpoints:-

Name of the Centre/Block	
Name & Designation of Nursing personnel applied for grant of Study Leave	

S.No.	Check Points	Centre/Block	Institute
1.	Total Sanctioned Strength of Nursing Cadre		
2.	No. of Nursing personnel permissible to be allowed for Study Leave as per 1% cap of the sanctioned strength		
3.	Number of Nursing personnel already on Study Leave		
4.	Number of Nursing personnel applied for Study Leave in current calendar year		
5.	No. of employees expected to join back from study leave in current calendar year		
6.	No. of Nursing personnel who can be permitted to avail study leave in current calendar year		
7.	Whether request is covered under the 1% cap and permissible		
8.	Any other remarks		

Pending completion and rollout of the real-time Dashboard, the CNO shall maintain a manual centralized tracking register for monitoring all study leave applications to ensure compliance with the 1% ceiling.

The revised workflow and checklist shall be implemented with immediate effect across all Centre/Blocks. The CNO shall ensure uniformity, transparency and timely processing of all study leave proposals.

This issues with the approval of the competent authority.

(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. Chief Nursing Officer, AIIMS - **for immediate compliance.**
8. All the Sr. Admn. Officer/Admn. Officer/Asstt. Admn. Officer of all Centers of AIIMS.
9. Prof. I/c Computer Facility- **for necessary coordination & with the request to upload the same on the website.**
10. 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.