

AKASH INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE
DEVANAHALLI, BANGALORE RURAL - 562110

Ref: Off/Dir/33/2017-18

Date: 08.01.2018

CIRCULAR

Further amendments to the existing leave rules for all the staffs working at Akash Institute of Medical Sciences & Research Centre are framed and will be effective from 16.01.2018 onwards. The previous leave rules are applicable and permitted till 15.01.2018. The new amendments to the existing leave rules have come up to ensure smooth functioning of the institution.

DIRECTOR

For Website

Danuf
9/1/18

AKASH INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

DEVANAHALLI, BANGALORE RURAL - 562110

**Further amendments to the existing leave rules to be
effective from 16.01.2018**

GENERAL:

1. It is observed that the employees are availing leave quoting "Emergencies" as the reason for leave without applying in advance for the same.
In cases of emergency the request for leave must be communicated to the HOD / Section Head through SMS or Mail mentioning the nature of emergency. The HOD / Section Head will in turn forward SMS or Mail to the office of Principal for sanctioning after making alternate arrangement. Please note that the HOD / Section Head shall not put up the SMS / Mail from their phone or from the phones of other employees.
Failure to follow the above protocol will lead to marking absent against the concerned employee amounting to break in service and will not be converted to any other type leave afterwards.
2. HOD's shall be solely responsible for absence of their teaching & non teaching staff during working hours. In this regard it is informed to maintain movement register for the accountability whenever the concerned authorities visit the department.
Failure to enter the details in the movement registers with their own hand writing and absence of approval from the HOD, the employee will be marked absent for the day by the HOD / Section Head. This must be followed by all the HOD / Section Head.
3. HOD's must ensure that the leave letter forwarded to the office of Principal / Medical Superintendent in respect of their teaching & non teaching staff is well within the leave rules of the organization and also the alternate arrangement is made for the staff of leave. The details of leave rules and further amendments are available in the college website. HOD's are informed to maintain leave dairy of their staff & get signed from their staff at regular intervals. Reconciliation of leave account with HR shall be undertaken during October/ November month of the year.
4. Departments offering diagnostic services at the affiliated teaching hospital the faculty posted shall work under Medical Superintendent of the hospital. They shall sign the attendance register kept at the office of Medical Superintendent for both sessions including the use of movement register. All types of leave letters must be submitted to the Medical Superintendent after getting forwarded by the respective HOD for onward transmission to the office of Principal. The CL, CCL & Emergency leave can be granted by Medical Superintendent. Letters for Earned Leave & Special Casual Leave shall be forwarded to the office of Principal for sanctioning
5. All types of leave specified are not applicable to the consultants / part time faculty. They can avail institution declared Government holidays & Sundays.



Dr. D.S.VASUDEVA
Principal/Dean

6. Description of duty / Night duty / Full duty:

- The duty starts from the regular working hours i.e., from 09.30 a.m to 04.30 p.m and continues till 09.30 a.m of the next day irrespective of the holiday amounting to 24 hours of duty. The duty hours shall not be interrupted for any reason. During the duty hours the employee on duty must be available in the campus for patient care. The duty gets concluded after handing over the responsibilities of the duty performed to the fellow colleague or HOD / Section Head at 09.30 a.m. of the next day.
- From 09.30 a.m. following handing over of the responsibilities till the start of the working hour (09.30 a.m) of the next day the concerned employee will not be on work and said to be on "Duty off / Day off".
- The "Day off" shall not be accumulated or combined with other forms of leave excluding the institution declared holidays. The "Day off" shall be availed immediately following the duty hours as described above.

7. Casual Leave (CL):

CL remained during the First installment is not allowed to carry forward to the Second installment.

8. Compensatory Casual Leave (CCL):

- CCL can only be claimed by virtue of working on a holiday declared by the institution.
- CCL shall be preferably claimed the next day or within 5 days.
- CCL shall not be accumulated and the grant of CCL shall be restricted to only one day.
- CCL shall not be combined with other forms of leave, duty off, Sundays and other holidays declared by the institution.

9. Special Casual Leave (SPCL):

- 5 days SPCL shall be used for attending conferences / CME / Workshops and other academic events. It is not permitted for Junior & Senior Residents and also Tutors including M.Sc graduates working in pre & para clinical departments. Intervening holidays are excluded.
- 5 days SPCL shall be used for conducting University examinations. Intervening holidays are excluded.
- SPCL shall not be used for guest lecture delivery, university work other than exams, inspections / assessments of any kind, presentations in media etc.,
- The leave for undertaking university / Government / MCI works will be considered as "OOD" (On Official Duty) if permitted by the leave sanctioning authority.



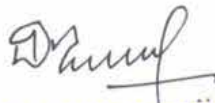
Dr. D.S. VASUDEVA
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10. Leave without Pay (LWP / LOP): (Extraordinary Leave)

- This form of leave is considered under representation by the employee (both teaching & nonteaching) in view of non availability of any kind of leave.
- This form of leave will be included in the total duration of service of the employee.
- LWP / LOP can be availed for 2 times annually and for each time the duration of leave claimed shall be restricted to a maximum of 7 days (14 days per year).
- Leave availed in consideration of non availability of LWP is considered as "Absent" amounting to break in service.
- LWP will not be considered for the employees who are under notice period pursuant to submission of resignation letter. The period of absence will be considered as "absent" and dictates further working for the days of absence to complete 3 months notice period. Under this category they will be eligible only for one day CL per month and CCL as applicable excluding Sunday and holidays declared by the institution.

11. No benefits / privileges shall be given to any staff who does not work as a full time staff. This includes EL/CL/CCL/RH.

However, Government holidays and special leaves for conference / examination / CME / Workshop / Court duty will be sanctioned.


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