

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi- 29.

No.F.02-03/2017-Estt.(H)

Dated th:

18 अक्टूबर 2017
OCT 2017

MEMORANDUM

Subject: Forwarding of application of regular employees of the Institute for Employment/Deputation (within or outside AIIMS) - Advisory

It has been observed that many staff members of the Main Hospital approach the Establishment Section(Hospital), AIIMS to issue No Objection Certificate (NOC) to appear in interviews/ applying for other posts/jobs (within or outside AIIMS). It has also been observed that such individuals file applications for other posts/ jobs in contravention of the existing guidelines which categorically mandates taking prior permission. Afterwards, they pressurize administration to issue NOC by approaching higher authorities & or writing anonymous complaints.

2. All statutory rules of government are applicable to a regular staff of the AIIMS. He/She enjoys all opportunities to pursue a respectable career with cadre promotions on merit. They are obligated to devote their energies whole-heartedly to perform their duties as per requirements of the post & not divide their attention & efforts in search for employment elsewhere, diluting their commitment to their current employment. It is highly irregular & inappropriate to complain of unfairness or harassment if such applications for NOC, without prior permission, is not entertained. Some staff even feigns ignorance of rules. The Medical Superintendent has taken exception to such unruly conduct, as it breeds indiscipline & disloyalty to stated duties, adversely affecting patient care services in this reputed Public Health Care Centre, where the needy seeks succour.

3. In order to curb such objectionable practices, the following guidelines are reiterated, hereafter to be strictly followed by all staff of the Main Hospital:

- i) The staff would have to submit application to their respective controlling Officer viz. HoD, Faculty I/C, Officer I/C, Chief Nursing Officer and Sanitation Officer at least 20 days in advance before applying for jobs/posts within or outside AIIMS (online as well as offline). The application for prior permission should consist of complete details viz. the copy of the advertisement, information brochure issued/ advertised by the concerned institution & the reason for applying.
- ii) The Controlling Officers would ensure before forwarding the application that functioning of the office/department will not be adversely affected in the absence of the employee as he/she may be required to be relieved subsequent to the forwarding of his/her application, bar very exceptional circumstances.
- iii) The controlling officers should also confirm whether any special training through any workshop/conference or seminar has been provided to the staff member on Government/Institute expenses in past.
- iv) The forwarding authority would be within his right to reject such application to forward/provide NOC to the employee, if patient care services would be adversely affected. However, the application submitted by the staff should be forwarded by the controlling authority within 03 days of its submission so as to reach the Establishment Section at least 15 days prior to the closing of application.

- v) No ex-post-facto permission will be granted to any staff member. If however, the controlling officer considers a request as genuine & justified, he will detail the circumstances/ relevant clauses, in his forwarding note, so that the competent authority is appropriately apprised & considers the request on its merit.
- vi) NOC for applications for employment/ deputation which are not in response to any advertisements or circulars inviting applications, will not be granted.
- vii) No distinction will be made between the applications for other posts/ posts on deputation within or outside the Institute (including applications for posts in Central Govt., State Govt., PSUs & Quasi Govt. undertakings) other than private concerns.
- viii) In case any staff member is found applying (within or outside AIIMS) without prior permission of the competent authority, he/she will invite applicable disciplinary action under CCS(CCA) Rules.
- 4 The final decision to forward/not forward an application rests with the controlling authority.
- 5 It may also be added for information to all, that where an application is withheld for justifiable reasons, no infringement of an individual's constitutional right accrues.
- 6 All the HODs/Officer I/Cs/Chief Nursing Officer/Sanitation Officer are requested to bring the above information to the notice of the staff working under their supervision.

This issues with a the approval of the Medical Superintendent.


(G.R. PILLAI) 18/11/17
ADMINISTRATIVE OFFICER(H)

DISTRIBUTION:

1. All HoDs/ Faculty I/C /Officer I/C./Chief Nursig Officer/Sanitation Officer
2. The Medical Superintendent.
3. The P.P.S. to Director.
4. The P.P.S. to Dy. Director(Admn.)
5. The P.S. to Chief Administrative Officer.