

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

ANSARI NAGAR, NEW DELHI – 110029

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

Dated: 02.03.2017

CIRCULAR

Subject: Guidelines for providing study leave for nurses working at AIIMS for pursuing higher studies – reg.

A meeting was held on 24.11.2016 at 4:00 P.M. in Seminar Room of M.S. Office, AIIMS under the Chairmanship of Dr. D.K. Sharma, Medical Superintendent, AIIMS on the subject noted above.

After due deliberations, it was decided that all eligible nurses will be issued 'No objection Certificate' (NOC) by the respective establishment subject to their fulfilling eligibility criteria for grant of study leave. It was decided that the applications seeking NOC for study leave will be entertained only if these are submitted before the last date of submission of application for the course for which NOC has been sought.

It was also decided that all nurses who get selected for higher studies at PGIMER Chandigarh, NIMHANS Bangalore, RAK College of Nursing, New Delhi or any of the Institute of national importance (INI's), will not be denied study leave. In case the numbers of such nurses are more from any one center (more than normally allowed to avail study leave in preceding years), then office of the CNO will provide replacement to enable grant of study leave to these nurses.

Eligibility criteria to apply for study leave for higher studies are as below:-

The employee must have satisfactory completed probation and rendered at least five years of regular continuous service (including probation). Employees who are due to retire on superannuation within 03 years from the expected return after study leave are not eligible.

Period of Study Leave:

- i. Ordinarily 12 months at any one time.
- ii. During his/her entire service, 24 months in all (inclusive of similar kind of leave for study or training granted under any other rules.

Conditions:

- i. The course of training or study is certified to be of definite advantage to the institute from the point of view of public interest.

- ii. The particular study leave should be approved by the authority competent to grant leave.
- iii. The Nursing Officer on his/her return will submit a full report on the work done by him/her while on study leave.
- iv. Study leave will not be debited against the leave account of the Nursing Officer. It may be granted in conjunction with other kinds of leave; but maximum period of continuous absence (including vacations, if any, but excluding extraordinary leaves) from his regular work will not exceed 24 months.
- v. The Nursing Officer will execute the requisite bond(s) in the prescribed form.
- vi. When the course of study falls short of study leave granted, the Nursing Officer should resume duty on the conclusion of the course, unless the previous sanction of the leave sanctioning authority is obtained to treat that period of shortfall as ordinary leave.
- vii. Study Leave can be availed by a Nursing Officer in more than one spell also subject to the condition that such study leave availed of in different spells does not exceed 24 months.

These guidelines are also available in FRSR Part III Leave Rules and in the Public domain. However, attention is drawn of the employees for their ready reference.

Accordingly, all concerned are requested to take note for needful action at their end.

This issues with approval of the competent authority.

(B. K. SINGH)
Administrative Officer (H.)

Distribution:

1. All Nurses – Thru: Chief Nursing Officer/Nursing Supdt.
2. All Notice Boards.

Copy to:

1. Chief Administrative Officer, AIIMS.
2. Chief Nursing Officer, AIIMS.
3. All Administrative Officer/Asstt. Administrative Officer of all Centers of AIIMS.
4. President, AIIMS Nurse Union, Room No. 6, Nurse Hostel, New Private Ward, AIIMS, Ansari Nagar, New Delhi.

C.C.: Chief(s) of all Centers/Medical Superintendent.