

Annexure - 'A'



आराधयन्तु मुखं सत्यम्

अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
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Date: 02.04.18

Circular

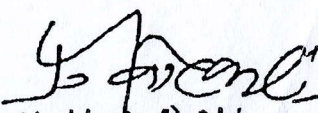
1. Each Nursing Officer will perform 22/23 shift duties, having due regard to the need of different shifts.
2. Each Nursing Officer will get 96 days duty off in a year i.e. 8 days duty off in a month plus 3 National holidays or 3 additional days of in lieu of National Holidays i.e. 99 days duty off in a working year.
3. The duty off will be cut proportional to the working days of the Nursing Officer.
4. Not more than 3 duty off *may* be allowed at a time. These duty offs can be prefixed or suffixed with EL, CL, and Leave of any kind due.
5. Leaves verses Day Off deduction

1 to 4	No deduction
5	1 off deduction
6 to 9	2 off deduction
10 to 12	3 off deduction
13 to 15	4 off deduction
16 to 19	5 off deduction
20 to 23	6 off deduction
24 to 27	7 off deduction
28 to 30/31	8 off deduction
6. Deduction of Off is done for all kind of leave, i.e (EL, CL, RH , ML, PL)
7. CL & other regular leaves cannot be clubbed together in any manner.
8. In the month of January, August and October the nursing officer will get 9 off. National Holidays will be considered as 9th off of the month.
9. The shift exchanges should be reserved for emergency purpose only and should be documented properly.
10. Excess duty off taken by Nursing Officer in a month will be converted to leave.

This is issued with the approval of Medical Superintendent

COPY TO:

- 1) Sr.*Administrative Officer
- 2) Administrative Officer (H)
- 3) Nursing Coordinator for N.A.


Dy. Medical Supt.
DEPUTY MEDICAL SUPERINTENDENT
AIIMS, Raipur 492099 (C.G.)