



No. AIIMS-R/Estt (N)/ 101

Date : 24/03/2022

**CIRCULAR**

**Subject : Regarding working hours and number of offs to regular Hospital Attendant(s) Grade-III (Nursing Orderly) working on shift duty in AIIMS Raipur.**

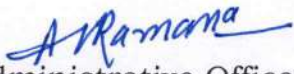
Approval of the competent authority is hereby conveyed for the grant of 96 days off + 3 National Holidays (or off day in lieu of the same) in a working year to regular Hospital Attendant(s) Grade-III (Nursing Orderly) working on shift duty (i.e. 8 days off in a month + 3 National Holidays in a year, or off day in lieu of the same). The number of duty offs will be regulated as per AIIMS Raipur Circular dated 02/04/2018 (Copy enclosed).

The above decision will be provisional and may be revoked subject to the reply awaited from Ministry of Health & Family Welfare as instructions have been sought from Ministry on the above cited subject.

This Circular shall take effect from 1<sup>st</sup> April 2022.

This issues with the approval of Director, AIIMS Raipur.

**Enclosure :** As above.

  
Administrative Officer (H)  
AIIMS Raipur

**Copy to :**

1. Director, AIIMS Raipur.
2. Deputy Director (Administration), AIIMS Raipur.
3. Deputy Medical Superintendent, AIIMS Raipur.
4. All Assistant Nursing Superintendents, AIIMS Raipur.
5. IT Cell – for uploading on website of AIIMS Raipur.
6. Guard file.



आरोग्यं तुल्यं सत्यं

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All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road  
Raipur-492 099 (CG)  
www.aiimsraipur.edu.in

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)  
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 9<sup>th</sup> 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.

*[Signature]*  
Dy. Medical Supt.  
DEPUTY MEDICAL SUPERINTENDENT  
AIIMS, Raipur 492099 (C.G.)