

OFFICE MEMORANDUM

Subject: Implementation of Bond Policy for Newly Appointed Employees – Regarding

With the approval of Governing Body, AIIMS Raipur, a Bond Policy is hereby notified for all newly appointed employees of AIIMS Raipur to ensure staffing stability and safeguard institutional interests by mandating service to the Institute for a minimum period of two (02) years.

Under this policy, any newly appointed employee who fails to complete a minimum period of two years of continuous service in the Institute due to resignation or abandonment of service, shall be required to pay a prescribed bond amount to the Institute.

Policy Provisions & Applicability

1. The provisions of the Bond Policy shall be clearly mentioned in all future appointment letters by AIIMS Raipur.
2. All newly appointed candidates shall execute a Bond Agreement, undertaking to serve the Institute for a minimum period of two (02) years.
3. The bond shall be executed on a ₹ 100/- Non-Judicial Stamp Paper, duly attested by a Notary Public.
4. The bond amount shall not be enforced where an employee resigns from one post and is appointed to another post within AIIMS Raipur; however, a fresh bond shall be executed for the new post.
5. This policy will be applicable to all regular Faculty and Non-Faculty Staff of AIIMS Raipur.

Bond Amount:

Post Category	Bond Amount (INR)
Faculty (Group-A)	₹3,00,000/-
Non-Faculty (Group-A)	₹2,00,000/-
Non-Faculty (Group-B)	₹1,50,000/-
Non-Faculty (Group-C)	₹1,00,000/-

Resignation within Two (02) Years of Service

Relieving of the employee shall be subject to payment of the applicable bond amount, wherever required.

Bond Enforcement

- In the event of resignation or abandonment of service before completion of two years of service, the prescribed bond amount shall become payable to the Institute.
- Relieving Order, No Objection Certificate (NOC), No Dues Certificate, Experience Certificate and other service-related documents shall be issued only after settlement of all dues, including the bond amount, as applicable.

Waiver of Bond Amount

- Certified Medical incapacity
- Any other justified case approved by the Competent Authority

Non-Compliance

Failure to comply with the bond conditions may result in:

- Refusal to issue relieving and experience certificates
- Withholding of service benefits
- Initiation of legal proceedings, as deemed appropriate

Departmental Responsibilities

The Central Administration or the concerned Establishment Section shall ensure strict implementation of this policy in letter and spirit.

Utilization of Bond Amount

Any bond amount recovered under this policy shall be accounted for as an Internal Receipt of AIIMS Raipur.

Amendments

AIIMS Raipur reserves the right to amend, modify or relax the provisions of this policy, in whole or in part, at any time, as deemed necessary by the Competent Authority.

SERVICE BOND

(Group 'A' Faculty Post - To be executed on Non-Judicial Stamp Paper of ₹100/- and duly attested by a Notary Public)

KNOW ALL MEN BY THESE PRESENTS THAT:

I, Ms./Shri _____, son/daughter/wife of _____, aged _____ years, resident of _____, District _____, State _____ (hereinafter referred to as **"the Obligor"**), having been duly selected and offered appointment to the post of _____, Group 'A' (Faculty), in the **All India Institute of Medical Sciences, Raipur**, an autonomous institution established under the **All India Institute of Medical Sciences Act, 1956** (hereinafter referred to as **"the Institute"**), do hereby solemnly affirm, declare and bind myself as under:

WHEREAS:

1. The Obligor has voluntarily accepted the offer of appointment issued vide letter no. _____ dated _____ and has joined / proposes to join the Institute on _____ (date of joining), subject to execution of a Service Bond as prescribed by the Institute.
2. The Obligor has fully understood and acknowledged that, in terms of the conditions of appointment and the applicable rules, regulations, instructions, notifications and orders issued by the Institute from time to time, the appointment is subject to the condition that the Obligor shall serve the Institute for a **minimum continuous period of two (02) years** from the date of joining.
3. The Institute has agreed to appoint the Obligor relying upon the assurance and undertaking given herein, and for safeguarding its administrative, functional and financial interests, the Obligor has agreed to execute this Service Bond.

NOW THEREFORE THIS BOND WITNESSETH AS UNDER:

1. The Obligor hereby undertakes to serve the Institute continuously, faithfully and satisfactorily for a minimum period of two (02) years from the date of joining the post, without any interruption caused by resignation, abandonment of service or voluntary termination at the instance of the Obligor.
2. In the event that the Obligor resigns from service, abandons the post or otherwise fails to complete the mandatory minimum service period of two (02) years for any reason whatsoever attributable to the Obligor, the Obligor shall be liable to pay forthwith, on demand, to the Institute a sum of **₹3,00,000/- (Rupees Three Lakh only)** as liquidated damages, without prejudice to any other legal, administrative or disciplinary action permissible under the applicable rules and laws.
3. The Institute shall be entitled to recover the aforesaid amount, in addition to any other recoverable dues assessed and calculated in accordance with the rules of the Institute, by any one or more of the following modes:
 - Direct payment by the Obligor; or
 - Adjustment against salary, allowances, leave encashment, gratuity, or any other dues payable to the Obligor; or
 - Any other lawful means available under the prevailing laws.
4. This Bond shall be binding upon the Obligor and shall also bind his/her heirs, executors, administrators and legal representatives until the obligations under this Bond are fully discharged in accordance with its terms.
5. Upon successful completion of the stipulated minimum service period of two (02) years to the satisfaction of the Institute, this Bond shall stand fully discharged and shall thereafter be rendered null and void and of no further effect.
6. This Bond shall be governed by and construed in accordance with the laws of India. The courts at Raipur, Chhattisgarh and the Central Administrative Tribunal, Bilaspur Bench, shall have exclusive jurisdiction in all matters arising out of or in connection with this Bond.

IN WITNESS WHEREOF,

The Obligor has executed this Bond on this _____ day of _____, 2026 at Raipur.

Signature of the Obligor: _____

Name: _____

Address: _____

SIGNED AND DELIVERED IN THE PRESENCE OF:

Witness – 1

Name: _____

Address: _____

Signature: _____

Witness – 2

Name: _____

Address: _____

Signature: _____

SERVICE BOND

(Group "A" Non-Faculty Post - To be executed on Non-Judicial Stamp Paper of ₹100/- and duly attested by a Notary Public)

KNOW ALL MEN BY THESE PRESENTS THAT:

I, Ms./Shri _____, son/daughter/wife of _____, aged _____ years, resident of _____, District _____, State _____ (hereinafter referred to as "**the Obligor**"), having been duly selected and offered appointment to the post of _____, Group 'A' (Non-Faculty), in the **All India Institute of Medical Sciences, Raipur**, an autonomous institution established under the **All India Institute of Medical Sciences Act, 1956** (hereinafter referred to as "**the Institute**"), do hereby solemnly affirm, declare and bind myself as under:

WHEREAS:

1. The Obligor has voluntarily accepted the offer of appointment issued vide letter no. _____ dated _____ and has joined / proposes to join the Institute on _____ (date of joining), subject to execution of a Service Bond as prescribed by the Institute.
2. The Obligor has fully understood and acknowledged that, in terms of the conditions of appointment and the applicable rules, regulations, instructions, notifications and orders issued by the Institute from time to time, the appointment is subject to the condition that the Obligor shall serve the Institute for a **minimum continuous period of two (02) years** from the date of joining.
3. The Institute has agreed to appoint the Obligor relying upon the assurance and undertaking given herein, and for safeguarding its administrative, functional and financial interests, the Obligor has agreed to execute this Service Bond.

NOW THEREFORE THIS BOND WITNESSETH AS UNDER:

1. The Obligor hereby undertakes to serve the Institute continuously, faithfully and satisfactorily for a minimum period of two (02) years from the date of joining the post, without any interruption caused by resignation, abandonment of service or voluntary termination at the instance of the Obligor.
2. In the event that the Obligor resigns from service, abandons the post or otherwise fails to complete the mandatory minimum service period of two (02) years for any reason whatsoever attributable to the Obligor, the Obligor shall be liable to pay forthwith, on demand, to the Institute a sum of **₹2,00,000/- (Rupees Two Lakh only)** as liquidated damages, without prejudice to any other legal, administrative or disciplinary action permissible under the applicable rules and laws.
3. The Institute shall be entitled to recover the aforesaid amount, in addition to any other recoverable dues assessed and calculated in accordance with the rules of the Institute, by any one or more of the following modes:
 - Direct payment by the Obligor; or
 - Adjustment against salary, allowances, leave encashment, gratuity, or any other dues payable to the Obligor; or
 - Any other lawful means available under the prevailing laws.
4. This Bond shall be binding upon the Obligor and shall also bind his/her heirs, executors, administrators and legal representatives until the obligations under this Bond are fully discharged in accordance with its terms.
5. Upon successful completion of the stipulated minimum service period of two (02) years to the satisfaction of the Institute, this Bond shall stand fully discharged and shall thereafter be rendered null and void and of no further effect.
6. This Bond shall be governed by and construed in accordance with the laws of India. The courts at Raipur, Chhattisgarh and the Central Administrative Tribunal, Bilaspur Bench, shall have exclusive jurisdiction in all matters arising out of or in connection with this Bond.

IN WITNESS WHEREOF,

The Obligor has executed this Bond on this _____ day of _____, 2026 at Raipur.

Signature of the Obligor: _____

Name: _____

Address: _____

SIGNED AND DELIVERED IN THE PRESENCE OF:

Witness – 1

Name: _____

Address: _____

Signature: _____

Witness – 2

Name: _____

Address: _____

Signature: _____

SERVICE BOND

(Group "B" Non-Faculty Post - To be executed on Non-Judicial Stamp Paper of ₹100/- and duly attested by a Notary Public)

KNOW ALL MEN BY THESE PRESENTS THAT:

I, Ms./Shri _____, son/daughter/wife of _____, aged _____ years, resident of _____, District _____, State _____ (hereinafter referred to as "**the Obligor**"), having been duly selected and offered appointment to the post of _____, Group 'B' (Non-Faculty), in the **All India Institute of Medical Sciences, Raipur**, an autonomous institution established under the **All India Institute of Medical Sciences Act, 1956** (hereinafter referred to as "**the Institute**"), do hereby solemnly affirm, declare and bind myself as under:

WHEREAS:

1. The Obligor has voluntarily accepted the offer of appointment issued vide letter no. _____ dated _____ and has joined / proposes to join the Institute on _____ (date of joining), subject to execution of a Service Bond as prescribed by the Institute.
2. The Obligor has fully understood and acknowledged that, in terms of the conditions of appointment and the applicable rules, regulations, instructions, notifications and orders issued by the Institute from time to time, the appointment is subject to the condition that the Obligor shall serve the Institute for a **minimum continuous period of two (02) years** from the date of joining.
3. The Institute has agreed to appoint the Obligor relying upon the assurance and undertaking given herein, and for safeguarding its administrative, functional and financial interests, the Obligor has agreed to execute this Service Bond.

NOW THEREFORE THIS BOND WITNESSETH AS UNDER:

1. The Obligor hereby undertakes to serve the Institute continuously, faithfully and satisfactorily for a minimum period of two (02) years from the date of joining the post, without any interruption caused by resignation, abandonment of service or voluntary termination at the instance of the Obligor.
2. In the event that the Obligor resigns from service, abandons the post or otherwise fails to complete the mandatory minimum service period of two (02) years for any reason whatsoever attributable to the Obligor, the Obligor shall be liable to pay forthwith, on demand, to the Institute a sum of **₹1,50,000/- (Rupees One Lakh Fifty Thousand only)** as liquidated damages, without prejudice to any other legal, administrative or disciplinary action permissible under the applicable rules and laws.
3. The Institute shall be entitled to recover the aforesaid amount, in addition to any other recoverable dues assessed and calculated in accordance with the rules of the Institute, by any one or more of the following modes:
 - Direct payment by the Obligor; or
 - Adjustment against salary, allowances, leave encashment, gratuity, or any other dues payable to the Obligor; or
 - Any other lawful means available under the prevailing laws.
4. This Bond shall be binding upon the Obligor and shall also bind his/her heirs, executors, administrators and legal representatives until the obligations under this Bond are fully discharged in accordance with its terms.
5. Upon successful completion of the stipulated minimum service period of two (02) years to the satisfaction of the Institute, this Bond shall stand fully discharged and shall thereafter be rendered null and void and of no further effect.
6. This Bond shall be governed by and construed in accordance with the laws of India. The courts at Raipur, Chhattisgarh and the Central Administrative Tribunal, Bilaspur Bench, shall have exclusive jurisdiction in all matters arising out of or in connection with this Bond.

IN WITNESS WHEREOF,

The Obligor has executed this Bond on this _____ day of _____, 2026 at Raipur.

Signature of the Obligor: _____

Name: _____

Address: _____

SIGNED AND DELIVERED IN THE PRESENCE OF:

Witness – 1

Name: _____

Address: _____

Signature: _____

Witness – 2

Name: _____

Address: _____

Signature: _____

SERVICE BOND

(Group "C" Non-Faculty Post - To be executed on Non-Judicial Stamp Paper of ₹100/- and duly attested by a Notary Public)

KNOW ALL MEN BY THESE PRESENTS THAT:

I, Ms./Shri _____, son/daughter/wife of _____, aged _____ years, resident of _____, District _____, State _____ (hereinafter referred to as "**the Obligor**"), having been duly selected and offered appointment to the post of _____, Group 'C' (Non-Faculty), in the **All India Institute of Medical Sciences, Raipur**, an autonomous institution established under the **All India Institute of Medical Sciences Act, 1956** (hereinafter referred to as "**the Institute**"), do hereby solemnly affirm, declare and bind myself as under:

WHEREAS:

4. The Obligor has voluntarily accepted the offer of appointment issued vide letter no. _____ dated _____ and has joined / proposes to join the Institute on _____ (date of joining), subject to execution of a Service Bond as prescribed by the Institute.
5. The Obligor has fully understood and acknowledged that, in terms of the conditions of appointment and the applicable rules, regulations, instructions, notifications and orders issued by the Institute from time to time, the appointment is subject to the condition that the Obligor shall serve the Institute for a **minimum continuous period of two (02) years** from the date of joining.
6. The Institute has agreed to appoint the Obligor relying upon the assurance and undertaking given herein, and for safeguarding its administrative, functional and financial interests, the Obligor has agreed to execute this Service Bond.

NOW THEREFORE THIS BOND WITNESSETH AS UNDER:

7. The Obligor hereby undertakes to serve the Institute continuously, faithfully and satisfactorily for a minimum period of two (02) years from the date of joining the post, without any interruption caused by resignation, abandonment of service or voluntary termination at the instance of the Obligor.
8. In the event that the Obligor resigns from service, abandons the post or otherwise fails to complete the mandatory minimum service period of two (02) years for any reason whatsoever attributable to the Obligor, the Obligor shall be liable to pay forthwith, on demand, to the Institute a sum of **₹1,00,000/- (Rupees One Lakh only)** as liquidated damages, without prejudice to any other legal, administrative or disciplinary action permissible under the applicable rules and laws.
9. The Institute shall be entitled to recover the aforesaid amount, in addition to any other recoverable dues assessed and calculated in accordance with the rules of the Institute, by any one or more of the following modes:
 - Direct payment by the Obligor; or
 - Adjustment against salary, allowances, leave encashment, gratuity, or any other dues payable to the Obligor; or
 - Any other lawful means available under the prevailing laws.
10. This Bond shall be binding upon the Obligor and shall also bind his/her heirs, executors, administrators and legal representatives until the obligations under this Bond are fully discharged in accordance with its terms.
11. Upon successful completion of the stipulated minimum service period of two (02) years to the satisfaction of the Institute, this Bond shall stand fully discharged and shall thereafter be rendered null and void and of no further effect.
12. This Bond shall be governed by and construed in accordance with the laws of India. The courts at Raipur, Chhattisgarh and the Central Administrative Tribunal, Bilaspur Bench, shall have exclusive jurisdiction in all matters arising out of or in connection with this Bond.

IN WITNESS WHEREOF,

The Obligor has executed this Bond on this ____ day of _____, 2026 at Raipur.

Signature of the Obligor: _____

Name: _____

Address: _____

SIGNED AND DELIVERED IN THE PRESENCE OF:

Witness – 1

Name: _____

Address: _____

Signature: _____

Witness – 2

Name: _____

Address: _____

Signature: _____