



अखिलभारतीयआयुर्विज्ञानसंस्थान, गोरखपुर
All India Institute of Medical Sciences, Gorakhpur

कुनराघाट गोरखपुर उत्तर प्रदेश -273008

Kunraghat, Gorakhpur, Uttar Pradesh 273008

(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारद्वारास्थापितएकस्वायत्तिकाय)

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Ref. No: - AIIMS/GKP/Admin/2024-25/1133


Date: - 8/7/2024

OFFICE ORDER

It has been noticed that various Duty Leaves or Academic Leave are being forwarded by Faculty and Officers directly to the Executive Director which is not a prescribed channel to obtain approval. It is well established procedure that such requests should come through proposer channel to obtain in-principal approval of the Head of the Institute.

2. In view of above, All HoDs /DMSs/Faculty In-charge/ Officers of the Institute are hereby requested to submit proposal of any Academic Leave or Duty Leave through proper channel. Such proposals will be considered only if it is recommended by the HoD and Dean (Academics) as the case may be.

This issues with the approval of the Competent Authority.


8/7/2024

**Faculty Administration
AIIMS, Gorakhpur**

Copy To-

1. Protocol officer to Executive Director.
2. Medical Superintendent, Deans (Academic, Research, Exams & Students Affair),
3. Faculty Admin, Faculty Finance, Registrar
4. Deputy Director (Admin).
5. All Faculty Members for information,
6. OSD to Executive Director,
7. Institute Website.