

Computer Facility
All India Institute of Medical Sciences

Date: 28th July 2015

Sub: Leave Management through Biometrics System.

It has been informed to all employees of AIIMS that as per the competent authority , the registration in biometrics attendance system is mandatory for all employees. The management of leaves for all employees will now be done through Biometrics System.

Leave Management

All leaves (Casual Leave, Earned Leave, Medical Leave, Child Care Leave , etc.) will need to be entered in Leave Management Software.

The procedure will be as follows in the first phase w.e.f 1st August 2015.

- 1 All Earned leaves, Medical Leaves , CCL will be sent as hard copy from the respected department to Establishment Section (As in in the current practise) and then the Establishment section after the approval of those leaves will provide one copy to computer facility for entering into the software within two days.
- 2 Casual leaves and Restricted Holiday leaves will be processed in the department as in the current practise and one copy of that approved leave will be given to computer facility within two days.
- 3 Any leave not entered in the software will be considered as absence of duty and appropriate administrative action/deduction of salary may be done.
- 4 It is again reiterated that all employees who have not registered in the biometrics system or are not punching their attendance in this system should start doing it with immediate effect.
- 5 This issued with the approval of competent authority.



(Dr. Deepak Agrawal)

(Chairman, Computerization Committee)

Distribution:

- 1 Director, AIIMS
- 2 Deputy Director, AIIMS
- 3 All Chiefs of Centres of AIIMS
- 4 Medical Superintendent , AIIMS
- 5 Chief Administrative Officer
- 6 HOD all Departments
- 7 CNO for ward Distribution