

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI - 110029**

No.F.37/Circular/2017-Estt. (H.)

Dated: 09.05.2017

**CIRCULAR**

**Subject:** Clarification regarding number of offs to the shift duty staff & availing of off with regular leave / C.L. etc.

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A committee was constituted vide No.F.46-1/Committee/2017-Estt.(H.) dated 20.03.2017 under the chairmanship of Dr. D.K. Sharma, Medical Superintendent, AIIMS and a meeting was held on 20.04.2017 at 02:30 P.M. in the Seminar Room of M.S. Office, AIIMS, New Delhi.

After a detailed discussion, the following guidelines have been formulated and are being issued for uniform compliance by all the staff working in AIIMS in general duty and/ or shift duty:

1. The working hours of the employee(s) deployed in general duty is from 09:30 A.M. to 05:15 P.M. with lunch break from 01:00 P.M. to 01:30 P.M. from Monday to Friday. For Saturday, the working hours are from 09:30 A.M. to 1:15 P.M. All Saturdays second half and all Sundays will be the off day. The said off can be combined with a Holiday, restricted Holidays, Casual Leave or regular leave. Combination of off day with casual leave or regular leave (E.L., HPL, EOL etc.) is allowed. But availing of off day + casual leave + regular leave is not allowed.
2. Aforementioned working hours have been advised primarily for the office staff. However considering the operational needs of hospital functioning, the general duty shift timings can be modified by upto 2.5 hours-prior/after to 09:30 A.M. but in that case, their general duty will end prior to/after 05:15 P.M./01:15 P.M. (on Saturday) by the same duration.
3. The working hours of the employee(s) deployed in general duty in a week should not be less than 40 hours and it may go upto 42.5 hours in a week.
4. In terms of O.M. No. A-28011/1/90-PMS dated 02.01.1990 of Ministry of Health & Family Welfare and the Regulations made by Medical Council of India, N. Delhi, the working hours of Nursing personnel working in shift duties shall be at least 40 hours per week with 96 days off in a working year. The Nursing Personnel are also entitled for 3 National Holidays (or off day in lieu of the same) and thus a total off days shall be 99 in a year.



The same pattern will also be adopted for the other para medical staff deployed in shift duty (i.e. performing Morning/Evening/Night shifts).

Accordingly 8 days off will be granted to all the employees deployed in shift duty in a month + 3 National Holidays in a year, or off day in lieu of the same.

5. Ideally, the working hours for the shift duty staff ought to be 8 hours per day on their working day. Accordingly ideal shift duty timings will be 06:00 A.M. to 02:00 P.M., 02:00 P.M. to 10:00 P.M. and 10:00 PM to 06:00 A.M. However owing to practical difficulties in availability of public transport and operational consideration, various categories of shift duty staff have been allowed to rework the working hours of Morning, Evening & Night shift with the basic premise that over a period of time, all of them will be doing equal number of morning, evening & night shifts and their total number of working hours will be almost equal & will not be less than 40 hour/week.

Morning / Evening / Night shift duty roster will be applicable to all shift duty staff and any staff deployed in night duty in a particular week or month should be posted in the Morning or Evening duty in the next week or month so that their total number of working hours are at par with the other employees. But in any case, the number of offs to any shift duty staff will not exceed 8 in any month.

6. There could be few possible instances (albeit rare) where a shift duty staff wants to continuously do only one particular shift duty (morning or evening or night) and his / her fellow colleagues do not have any objection to it, the same may be allowed on case to case basis subject to the condition that working hours for such a person regularly doing morning shift or evening shift will be 8 hours per day on their working days. It has been brought to the notice of this committee that in some of the hospital areas the employee deployed in shift duty are doing duty 12 hours in a night shift and are availing 15 days off in a month. It is a wrong practice and not permissible.

In case where an individual on his/her volition wants to do continuous night shift duty, an undertaking will have to be given by that person every month that he/she is doing continuous night duty with extra working hours on his/her own volition, his/her fellow colleagues have no objection to it and he/she will not claim any additional off or any overtime etc. on account of extra hours of working in the continuous night shift hours. In such a case also, the total number of off days will be 8 in a month as explained above.

7. In such areas where work is done only in two shifts viz morning & evening and there is no night shift, then the working hours of these shift duty staff will be 8 hours per day on their working days and only then they will be entitled to 8 offs in a month.





8. Vide O.M. No. 9(17) E-11(13)/65 dated 27.11.1965, it is clarified that the accumulation of compensatory off in lieu of duty against off days will not be subject to any limit but such compensatory off shall be allowed to be availed within a month of its becoming due.
9. Not more than two days compensatory off is allowed with the current off at a time as per O.M. No. F.9(17)-11/B/65 dated 20.03.1967.
10. In pursuance of order No.A-28011/1/90-PMS from Director General of Health Services, the proportionate off will be cut off in case the employee avails leave in a month as under: -

No. of leave availed during the month	Cutting of off
04 to 06	1
07 to 09	2
10 to 12	3
13 to 15	4
16 to 18	5
19 to 22	6
23 to 26	7
27 to 31	8

11. In some of the areas, the OTA staff are reported to be following a practice of availing an extra off day against some additional working hours on Saturday. Overall the total number of working hour in such instances is less than 40 hour. This practice is unacceptable & shall be stopped with immediate effect. All areas where such practices are in vogue, the incharges should revise the duty roster and ensure that working hours are not less than 40 hour/week and only 8 offs are granted to the staff posted in shift duties. No more than 08 days off should be granted to any staff deployed on shift duty in a month under any circumstance (except for an additional off day in lieu of national holiday etc.).

This issues with the approval of Medical Superintendent.

*[Signature]*  
(B. K. SINGH)

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*Sanjeev to upload* *[Signature]*