



SPOORTHY AYURVEDIC MEDICAL COLLEGE & DR S. V. SAVADI AYURVEDIC HOSPITAL

Raichur Road, Vidyanagar, GANGAVATHI-583 227.

Recognised by the Ministry of Ayush, Government of India, Central Council of Indian Medicine, New Delhi
Government of Karnataka and Affiliated to Rajiv Gandhi University of Health Sciences(RGUHS) Bangalore, Karnataka.

Phone : 9448185885, 9886838683, 9845646885

E-mail ID : spoorthiamc22@gmail.com | www.spoorthiayugvt.in

Ref. No: SAMC&Dr SVSAH/GVT/HS&NTS/Leave Policy/2026/459
Ref. No. :

Date: 30.09.2026

Date :

To

The President

Medical Assessment and Rating Board for Indian System of Medicine (MARBISM)

National Commission for Indian System of Medicine (NCISM)

Dhanwantri Bhawan, Road No. 66, Punjabi Bagh (West)

New Delhi – 110026



Subject: Institutional AEBAS Leave Policy for Hospital and Non-Teaching Staff Reg

Respected Sir,

I, the undersigned Principal of **Spoorthi Ayurveda Medical College & Dr. S. V. Savadi Ayurveda Hospital, Gangavathi**, respectfully submit the proposed institutional leave policy for hospital and non-teaching staff for your kind consideration.

The policy is intended to facilitate **bonafide, duly sanctioned leave** while ensuring adequate staffing, statutory manpower compliance and uninterrupted hospital and institutional services. The detailed provisions of the AEBAS leave policy are outlined below.

1. Leave categories and Entitlement:

The following provisions are proposed for eligible consultants, nursing, laboratory technicians and non-teaching staff, subject to applicable service rules and conditions of employment:

Sl. No.	Leave/Off Category	Proposed Annual Provision
1	Weekly/compensatory offs	24 days, as proposed under the institutional duty roster
2	Earned Leave (EL)	30 days
3	Casual Leave (CL)	15 days
4	Menstrual Leave, for eligible female staff	Up to 12 days—one day per month
5	Total excluding menstrual leave	69 days
6	Total including menstrual leave, where eligible	Up to 81 days

SPOORTHY AYURVEDIC MEDICAL COLLEGE & DR S. V. SAVADI AYURVEDIC HOSPITAL

Raichur Road, Vidyanagar, GANGAVATHI-583 227.

Recognised by the Ministry of Ayush, Government of India, Central Council of Indian Medicine, New Delhi
Government of Karnataka and Affiliated to Rajiv Gandhi University of Health Sciences(RGUHS) Bangalore, Karnataka

Phone : 9448185885, 9886838683, 9845646885

E-mail ID : spoorthiamc22@gmail.com | www.spoorthiyugvt.in

Ref. No. :

Date : 30/07/2028

These provisions shall be administered subject to applicable requirements concerning weekly rest, working hours, leave eligibility and institutional service conditions.

2. Additional Leave and Staffing Arrangements

Sl. No.	Category	Proposed Provision
1	Child Care Leave for eligible female nursing personnel	15% Reserved
2	Maternity Leave	180 days



The proposed staffing reserve is intended to provide duty coverage during sanctioned absence. It shall not be treated as a substitute for the minimum staffing strength required under applicable norms.

3. Category-Wise Implementation

A. Consultants and Medical Staff: Leave for consultants, the Medical Superintendent, Deputy Medical Superintendent, Resident Medical Officers, Emergency Medical Officers and medical specialists shall be planned department-wise. Suitable duty coverage shall be arranged to maintain OPD, IPD, emergency services, clinical training and other patient-care responsibilities.

B. Nursing Staff: Leave shall be sanctioned through a rotational duty roster, with adequate coverage in wards, emergency services, operation theatres, labour rooms and other clinical areas. Additional arrangements shall be made during maternity leave, child care leave and other extended sanctioned absences.

C. Laboratory Technicians: Leave shall be regulated through rotational duty arrangements to ensure continuity of diagnostic and laboratory services and availability of the required functional manpower.

D. Non-Teaching Staff: Leave shall be sanctioned department-wise, with suitable arrangements to maintain administrative, library, laboratory, technical, maintenance and other essential institutional services.

4. Bonafide Sanctioned Leave and Documentation: Leave shall be treated as **bona fide sanctioned leave** when it is supported by the employee's application, approval of the competent authority and relevant supporting documents, wherever required.

Every sanctioned absence shall be accurately recorded in the **attendance records, AEBAS records wherever applicable, leave register and duty roster**. Such leave shall be clearly distinguished in institutional records from unauthorised absence.

The institution shall maintain appointment records, leave applications, sanction orders, supporting certificates, duty rosters and deployment records for verification by the competent authority.



SPOORTHY AYURVEDIC MEDICAL COLLEGE & DR S. V. SAVADI AYURVEDIC HOSPITAL

Raichur Road, Vidyanagar, GANGAVATHI-583 227.

Recognised by the Ministry of Ayush, Government of India, Central Council of Indian Medicine, New Delhi
Government of Karnataka and Affiliated to Rajiv Gandhi University of Health Sciences(RGUHS) Bangalore, Karnataka.

Phone : 9448185885, 9886838683, 9845646885

E-mail ID : spoorthiamc22@gmail.com | www.spoorthiayugvt.in

Ref. No. :

Date : 30/09/2026

5. If Non teaching /hospital staff is relieved, and replaced within one month.

6. **Leave Tracking:** Nodal officer will monitor their leaves balance and approve it accordingly.

7. Institutional Undertaking and Request

The institution undertakes to arrange adequate staff coverage during sanctioned leave so that essential services remain uninterrupted and the required functional manpower is maintained.

We respectfully request your kind consideration of the proposed policy and clarification regarding the treatment of **documented bona fide sanctioned leave during attendance and manpower assessment**, subject to applicable NCISM requirements.

We further request guidance regarding the proposed staffing reserve so that employee welfare and statutory manpower compliance can be maintained together.

Thanking you,

Copy to:

1. Chairperson NCISM New Delhi
2. The Secretary Ministry of AYUSH, Govt of India, New Delhi
3. AEBAS Helpdesk NCISM New Delhi
4. OTMS NCISM New Delhi
5. Guard File

Principal
30/09

PRINCIPAL
Spoorthi Ayurvedic Medical College
Dr.S.V.Savadi Ayurvedic Hospital,
Vidyanagar, GANGAVATHI-583 227.

Principal

PRINCIPAL
Spoorthi Ayurvedic Medical College &
Dr.S.V.Savadi Ayurvedic Hospital,
GANGAVATHI-583 227.