



क.रा.बी.नि
E.S.I.C

कर्मचारी राज्य बीमा निगम
कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Employees' State Insurance Corporation
Ministry of Labour & Employment, Govt. of Ind.



सत्यमेव जयते

कर्मचारी राज्य बीमा निगम - अस्पताल, पीन्या
55-1-11, प्लॉट नं. 1, 5th मैन रोड (FTI Campus), Survey
N. 11, Yeshwanthapur, Bengaluru-22
कर्मचारी राज्य बीमा निगम अस्पताल, पीन्या
सं. 11-55-1, प्लॉट सं. 1, 5^{वां} मैन रोड (फ़्टी.सी.ए.एफ.)
यशवंतपुर उपनगर, यशवंतपुर पो-बैंगलुरु.ऑ.560 022.
E S I C Hospital Peenya,
55-1-11, Plot No. 1, 5th Main Road (FTI Campus), Survey
N. 11, Yeshwanthapur, Bengaluru-22
Ph.No.080-29723468 , E-mail : ms-peenya.ka@esic.nic.in

No.: 492/A/27/12/2014-Estt

Date: 09.04.2025

CIRCULAR

Guidelines on Working Days, Timings and Leaves of Nursing & Paramedical Personnel

These guidelines are **in supersession** of all the earlier instructions issued regarding the working days, timings and leaves of nursing & paramedical personnel (including cook, nursing orderly, etc.) by this Hospital, which ought to be followed scrupulously with immediate effect:

General Duty Nursing/Paramedical Personnel:

Working Days & Timings:

- Monday – Friday: 09:00 AM to 04:00 PM
- Saturday: 09:00 AM to 01:00 PM

Leaves:

- Casual Leaves = 10 (Maximum 5 days at a time*)
- *As per DoPT OM No. 28016/3/98-Estt.(A) dated 15.06.1998
- Gazetted Holidays = As per Annual Holiday Calendar
- Earned Leaves = 15 per Half-year
- Half-Pay Leaves = 10 per Half-year
- Other Leaves = As per CCS (Leave) Rules, 1972 & ESIC HQ instructions

Shift Duty Nursing/Paramedical Personnel^{##}:

Working Days & Timings:

- Every Month: 22/23 Shifts (w.r.t. 30/31 Days in the Month)
- Shifts: (a) Morning Shift: 08:00 AM to 02:00 PM (06 Hours)
- (b) Evening Shift: 02:00 PM to 08:00 PM (06 Hours)
- (c) Night Shift: 08:00 PM to 08:00 AM (12 Hours)
- Minimum 40 Hours of duty per Week

Leaves:

- Days off = Maximum 08 per Month
- Casual Leaves = 10 (Maximum 5 days at a time)
- Half-day CL will not be granted.
- National Holidays = 03 (26 Jan/15 Aug/02 Oct) [or day off in lieu of the same]
- Earned Leaves = 15 per Half-year
- Half-Pay Leaves = 10 per Half-year
- Other Leaves = As per CCS (Leave) Rules, 1972 & ESIC HQ instructions

Instructions regarding Days off:

- The Days off can be combined with Earned Leave / Casual Leave / Half-Pay Leave / Commuted Leave / Child Care Leave.

- The Days off will not be accumulated i.e. the Days off for a particular month will lapse after that month gets over.
- No more than 08 Days off will be granted in a month under any circumstances (except for the additional day off granted in lieu of National Holiday).
- Not more than 03 Days off will be allowed together at a time.
- The Days off will be reduced in proportion to the number of non-working days (due to leaves, unauthorized absence, etc.) in the month as follows:

| No. of non-working days (Excluding Days off) | No. of Days off cut |
|--|---------------------|
| 04-06 | 01 |
| 07-09 | 02 |
| 10-12 | 03 |
| 13-15 | 04 |
| 16-18 | 05 |
| 19-22 | 06 |
| 23-26 | 07 |
| 27-31 | 08 |

As per MoH&FW OM No. A.28011/1/90-PMS dated 02.01.1991

General Instructions:

- Kind attention is drawn towards Rule-7 of the CCS (Leave) Rules, 1972:
 - (1) Leave cannot be claimed as a matter of right.
 - (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.
- The general & shift duties of the nursing / paramedical personnel will be decided by the Nursing Administration In-charge / HOD, respectively, having due regard to the needs of the different shifts.
- The presence of nursing personnel will be ensured in every shift on every day by arranging duties and Days off in a rotational manner.
- The monthly roster of the nursing & paramedical personnel for next month shall be provided to the Deputy Medical Superintendent in the last week of the current month by the concerned In-charges.
- Equitable distribution of work in terms of working hours must be ensured by the Nursing Administration In-charge for the nursing personnel working in shifts.

This issues with the approval of the Medical Superintendent.

Hindi version follows.

Digitally signed by
PRIYARANJAN
Date: 09.04.2025
Deputy Director (Admin)
10:47:13

Copy for information to:

1. PS to The Medical Superintendent, ESIC Hospital Peenya, Bengaluru
2. The Deputy Medical Superintendent, ESIC Hospital Peenya, Bengaluru
3. The Nursing Administration Incharge, ESIC Hospital Peenya, Bengaluru
4. All the employees of ESIC Hospital Peenya, Bengaluru
5. The IT Manager, for uploading on website of ESIC Hospital Peenya

No.A.28011/1/90-PMS
Government of India
Ministry of Health and Family Welfare

New Delhi, dated 2nd January, 1991

The Directorate General of Health Services,
(M.H. Section), New Delhi.

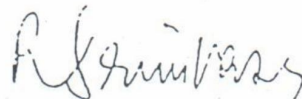
Subject:- Working days for Nursing personnel.

Sir,

In supersession of this Ministry's letter No.A.28011/1/90-PMS dated 11th September, 1990 and No.A.28011/1/90-PMS dated 29th December, 1990 on the above subject, I am directed to say that the Nursing Staff will be deployed in all Central Government Hospitals in such manner so that:

- (a) each nurse will perform 22/23 shift duties every month as decided by the Nursing Superintendent, having due regard to the needs of different shifts;
- (b) the presence of regular nursing personnel will be ensured on every day in every shift by arranging duties and off days in a rotational manner;
- (c) each nurse will get 96 days off in a year i.e. 8 days off in a month plus 3 national Holidays or 3 additional days off in lieu of national holidays i.e. 99 days off in a working year. The days off will be cut proportion to working days of the nursing personnel. Not more than 3 days off may be allowed at a time. These off days can be combined with earned leave/casual leave/leave of any kind due.

Yours faithfully,



(R. Srinivasan)

Under Secretary to the Govt. of India

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idc

No. 28016/3/98-Estt.(A)
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

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New Delhi, dated the 15th June, 1998

OFFICE MEMORANDUM

SUBJECT:- Casual Leave.

The undersigned is directed to refer to this Department's OM No. 12/9/94-JC/A dated 14.1.1998 and to say that w.e.f. 1.1.1998, Central Government servants are entitled to 8 days casual leave in a calendar year.

2. It is clarified that the entitlement of 8 days casual leave in a calendar year is subject to the condition that not more than 5 days casual leave may be allowed at any one time. The Head of the Office may, however, waive this condition in individual cases if he considers that there are exceptional circumstances justifying relaxation in this regard.
3. In regard to persons who join government service in the middle of a calendar year, the authority competent to grant such leave will have the discretion to grant either the full period of 8 days casual leave or only a proportion thereof, after taking into account all the circumstances of the case.
4. It is further clarified that the operating and maintenance staff etc., who were entitled to 15 days C.L. till 31.12.1997, would be allowed 10 days casual leave in a calendar year w.e.f. 1.1.98 (i.e. reduced by 1/3rd of the total).
5. Sundays or closed holidays which precede a period of casual leave or come at the end may be prefixed or suffixed to such leave. Similarly, public holidays and weekly offs falling within the period of casual leave should not be counted as part of casual leave.
6. The instructions contained in the Ministry of Home Affairs OM No. 6/3/59-Estt(A) dated 23.12.1959 & 20.8.1960 and DPAR OM No. 27/6/73-Estt(B) dated 8.7.74 and 28016/1/77-Estt(A) dated 17.9.77, are hereby rescinded.
7. Hindi version will follow.

Sd/-

(S.C. Sharma)
UNDER SECRETARY TO THE GOVT. OF INDIA
TEL. No. 301 4254