

National Institute of Ayurvda
(Deemed University)
Jorawar Singh Gate, Amer Road Jaipur

F.No.: Estb./I(misc.)/2025/4056

Date: 20-06-2025

Office Order

The duty hours and number of offs etc. for all the staff working in the institute hospital and the affiliated hospital are determined in the following manner.

(1) Duty timings in IPD & OPD (Registration counters/Medicine Store & Dispensing/Cash Window)

/X-Ray unit:

Pattern	Duty Time	Privileges
General Duties	Slot 1: 08:00AM- 03:00PM Slot 2: 09:00AM- 04:00PM Slot 3: 10:00AM- 05:00PM	Weekly off – 1 All Gazetted holiday- off National Holiday/year – 03 Restricted Holiday/year - 02 Casual leave - 10

(2) Duty timings in Labour room, Emergency unit, IPD Ward:

Pattern	Duty Time	Privileges
03 Shift Duties	Morning Shift: 08:00AM- 02:00PM Evening Shift: 02:00AM- 08:00PM Night Shift: 08:00PM- 08:00AM	Monthly 08 offs National Holiday/year – 03 Casual leave – 10

(3) Duty timings in Operation theatre:

Pattern	Duty Time	Privileges
General Duties	Slot 1: 08:00AM- 03:00PM Slot 2: 09:00AM- 04:00PM	Weekly off – 1 All Gazetted holiday- off National Holiday/year – 03 Restricted Holiday/year - 02 Casual leave - 10

(4) Duty timings of nursing staff in general duty:

Pattern	Duty Time	Privileges
General Duty	09:00AM- 04:45PM {½ Saturday duty timings- 09:00AM- 01:00PM}	½ Saturday off Sunday- off All Gazetted holiday- off National Holiday/year – 03 Restricted Holiday/year - 02 Casual leave - 10

(5) Duty timings in Hospital Administrative office:

Pattern	Duty Time	Privileges
Office duty	09:00AM- 04:30PM (Lunch time- 01:00PM-01:30PM)	Every 2 nd & 4 th Saturday - off All Gazetted holiday- off National Holiday/year – 03 Restricted Holiday/year - 02 Casual leave - 10

Note:

- 1- Compensatory off in a lieu of duty against gazetted holiday shall be availed within one month.
- 2- In terms of OM no. 13/11/86-JCA dt.07.11.1986, DoPT, Gol, 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.
- 3- In terms of O.M. No. A-28011/90-PMS dated 02-01-1990 of Ministry of Health & Family Welfare, the working hours of nursing officers in shift duties shall be at least 40 hours per week with 96 days off in a working year. The nursing officers working in shift duties will be entitled for 3 national holidays and thus total off days shall be 99 year in a year. The presence of nursing officers will be ensured in every shift by arranging duties and off days in a rotational manner.
- 4- The abovementioned office duty are applicable to RMO, DMS & MS office staff.
- 5- RMO, DMS & MS are entitled to off-duty privileges on the 2nd and 4th Saturdays of each month. Medical Officers are entitled to off-duty privileges on the 1st and 3rd Saturdays of each month.
- 6- The Nursing Superintendent and Senior Nursing Officer will be entitled to either 1st and 3rd Saturdays or 2nd and 4th Saturdays of each month as decided by the hospital management. Their duty timings will be same as those of RMO, DMS & MS office.
- 7- Contractual staff does not fall under above leave rules.
- 8- The duty time excludes the handover and takeover of the duties.
- 9- Lunch time will be 30 minutes.


Joint Director (Admn.)

Copy to:

- 1- Registrar I/C.
- 2- All HODs.
- 3- MS, Hospital
- 4- All Dean.
- 5- DMS, NIA Hospital/Bambaiwala hospital
- 6- Deputy Director (Admn.)
- 7- RMO NIA Hospital/Bambaiwala
- 8- All Warden, Hostel.
- 9- Incharge OPD/Pharmacy/Academic/Satellite Hospital/IT
- 10- Administration officer
- 11- Account officer
- 12- PA to VC.
- 13- Establishment/Confidential/Academic/Library/Estate/Store
- 14- Notice board.
- 15- IT Incharge – for uploading this order on website.


Joint Director (Admn.)