

Global Institute Of Ayurveda

Managed by : Shri P. J. Mangrolia Charitable Trust
(Approved by NCISM and Ministry of AYUSH, New Delhi, India)

OWN:- GIA/PRIN/2025/125

Date: 11.03.2025

CIRCULAR

Subject: AEBAS implementation & Leave Application SOP through AEBAS Portal

- Ref.:**
1. GIA/Circular/2025/084 dated 17-02-2025
 2. GIA/Circular/2024/494 dated 23-10-2024
 3. GIA/Circular/2023/332 dated 22-09-2023
 4. NCISM Letter - 3/2024/MARB/General Matter dated 10-02-25

As per above cited subject & reference/s all the teaching staff are informed and instructed to do regular bio metric attendance in both devices (1.) AEBAS IRIS DEVICE as mandate by NCISM installed on both side of institute entrance under CCTV and (2) FACE BIO METRIC DEVICE of GIA installed at institute entrance under CCTV on as following schedule.

For Non-Teaching Staff, Hospital staff, and Intern/s have to do regular bio metric attendance in FACE BIO METRIC DEVICE of GIA installed at institute entrance under CCTV as per schedule.

Time	Teaching, Non-Teaching Staff and Hospital Staff	Intern/s
Morning / In	8.45 am to 9:15 am	8.45 am to 9:15 am
Afternoon / Out	After 4.10 pm	After 4.15 pm

Teaching Staff Leave Application SOP:

- All teaching Staff must have to follow the stepwise procedure as,
 - ✓ Firstly apply leave/s on AEBAS Portal
 - ✓ Bio-attendance Admin will Approve / Reject Leave
 - ✓ After online application on AEBAS Portal staff has to submit Hard copy of leave application in prescribed format as per institutional policy through proper channel only.
- No Leave will be sanctioned/approved without online leave application on AEBAS Portal.
- Request to attach required necessary document/proof with Hard Copy other than CL.
- For any issue related to AEBAS portal teacher should contact to Principal.


Principal & Medi. Sup.
Vd. Shreyas Bhalodia


Campus Director
Vd. Mehul Joshi


Executive Trustee
Mr. Siddharth Mehta



Copy to (digital WhatsApp circulation & institute website)

1. All the teaching Staff, Non-Teaching Staff & Hospital Staff, GIA-GAH
2. All the Intern/s

Communication : 405, Shilp Tower, Nr. Bhakti Nagar Railway Station, Tagore Road, Rajkot 360002.

Campus : Rajkot-Bhavnagar Highway, Near Gadhaka Patiyu, Kasturbadham (Tramba), Rajkot 360020.

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