

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/2025/497

Date: 08.12.2025

CIRCULAR

Subject: Leave Application – SOP: through AEBAS Portal, Hard copy & Mandatory through E – mail

- Ref.: 1. NCISM Letter - 3/2025/MARB/General Matter dated 28-11-25
2. GIA/PRIN/Circular/2025/125 dated 11.03.2025
3. NCISM Letter - 3/2024/MARB/General Matter dated 10-02-25
4. GIA/Circular/2025/084 dated 17-02-2025
5. GIA/Circular/2024/494 dated 23-10-2024
6. GIA/Circular/2023/332 dated 22-09-2023

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 in institute premises under CCTV and (2) FACE BIO METRIC DEVICE of GIA installed at institute entrance under CCTV on as following schedule.

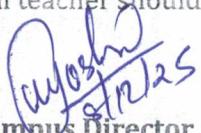
For Non-Teaching Staff, Hospital staff, and Intern/s have to do regular bio metric attendance in FACE BIO METRIC DEVICE of GIA installed at institute entrance under CCTV as per schedule.

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:

- As per MARB-ISM, NCISM letter dated 28.11.2025 all the teaching staff are informed & instructed to e-mail there any kind of leave to 2017ayu0473@gmail.com as per MARB-ISM, NCISM leave guideline. (Letter attached herewith).
- All teaching Staff Leave/s first to be applied on AEBAS Portal → Bio-attendance Admin will Approve Leave → (after online application they should submit) → hard copy of leave application in prescribed format as per institutional policy through proper channel only.
- No Leave will be sanctioned/approved applied through hard copy submission only.
- 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)

- All the teaching Staff, Non-Teaching Staff & Hospital Staff, GIA-GAH
- All the Intern/s
- President, MARB-ISM, NCISM, New Delhi
- Registrar / Deputy registrar, Gujarat Ayurved University, Jamnagar.

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

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

Email: globalinstituteofayurveda@gmail.com | **Web:** www.globalinstituteofayurveda.com



भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
आयुष मंत्रालय, भारत सरकार

कार्यालय: टी-19, पहली और दुसरी मंजिल, ब्लॉक-IV, धनवंतरी भवन.

पथ नं०-66, पंजाबी बाग(पश्चिम), नई दिल्ली -110026

National Commission for Indian System of Medicine

Ministry of AYUSH, Govt. of India

Office: T-19, 1st & 2nd Floor, Block-IV, Dhanwantari Bhawan, Road No.-66, Punjabi Bagh (West), New Delhi-110026

दूरभाष / Phone
सभापति / Chairman: 25221001
सचिव / Secretary: 25221006
कार्यालय / Office: 25221002/3
पंजीयन / Registration: 25221004
www.ncismindia.org
secretary@ncismindia.org

क्रमांक/Ref. No. - 3/2025/MARB/General Matters

दिनांक/Dated: 28.11.2025

To,

The Principal/Director/Dean
All ASUS Colleges

Subject: - Mandatory Submission of Leave Applications through Registered Official Email IDs only – req.

Sir/Madam

During the recent visitations, it is observed by the MARBISM, NCISM that number of teaching faculties remain absent during the visitation and the concerned college submit hand written leave application of the teaching faculty along with the relative supporting documents to the visitors during visitation to prove the regularity of the teaching staff in their college.

The genuineness of such hand-written leave application can not be ascertained as there is no direct way to verify whether the leaves were duly sanctioned by the college or were prepared on the day of visitation merely to prove the regularity of the teaching staff. Accordingly, the matter was placed in the 153rd Board meeting of MARBISM held on 26.11.2025 and Board decided to issue guideline to all ASUS Colleges with regard to Mandatory Submission of Leave application through registered Official Email IDs only.

Therefore, all the ASUS Colleges are strictly instructed to adhere with the below mentioned guideline -

- 1) All teaching faculty must submit their leave applications including short, casual and long leaves along with the relative supporting documents only through their registered official email ID, which is uploaded in their respective OTMS profiles to the official email of the college.
- 2) Hand written leave application submitted by the teaching faculty will not be considered by the visitors or the MARBISM/NCISM under any circumstances
- 3) The concerned college shall approve or reject the leave strictly through email only. No handwritten or verbal permissions are valid.
- 4) Any leave application sent from the Personal e-mail ID / or unofficial email ID (i.e. not registered in OTMS) shall not be accepted by the MARBISM/NCISM.
- 5) The concerned college shall submit the printout of the email (sent by the faculty from their registered OTMS email ID) to the visiting team during visitation or whenever required by MARBISM/NCISM. The college must ensure proper record-keeping of all such email-based leave applications.
- 6) If any faculty member fails to submit the leave application from their registered official email ID, then the visiting team shall mark the absence as "unauthorized" in the visitation proforma (Part-2) and the concerned faculty shall not be counted as an eligible teacher for fulfilling the required teaching staff strength of the college during visitation.

All ASUS colleges are directed to ensure strict compliance with the above instructions to avoid any adverse consequences during visitation or assessment.

सचिव, आयोग एवं रेटिंग बोर्ड
President, Medical Assessment and Rating Board
भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
National Commission for Indian System of Medicine
Punjab Bagh (West), New Delhi-110026
Prof. (Dr.) Narayan S. Jadhav
President, Medical Assessment and Rating Board for Indian System of Medicine (NCISM)

Copy to: -

- 1) The Chairperson, NCISM, T-19, 1st& 2nd Floor, Block-IV, Dhanwantari Bhawan, Road No.66, Punjabi Bagh (West), New Delhi-110026 for information.
- 2) The Secretary to the Govt. of India, Ministry of AYUSH, Ayush Bhawan, B-Block, GPO Complex, INA, New Delhi 110023 for information. (secy-ayush@nic.in, ep1section-ayush@gov.in)
- 3) All ASUS Teaching faculty.
- 4) Guard File.

Principal
Global Institute of Ayurveda

Prof. (Dr.) Narayan S. Jadhav
President, Medical Assessment and Rating Board for Indian System of Medicine (NCISM)