



भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
आयुष मंत्रालय, भारत सरकार

कार्यालय: टी-19, पहली और दूसरी मंजिल, ब्लॉक-IV, धनवन्तरी भवन,

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

National Commission for Indian System of Medicine

Ministry of AYUSH, Govt. of India

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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

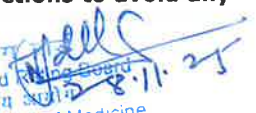
During the recent visitations, it is observed by the MARBISM, NCISM that number of teaching faculties remain absent during the visitation and the concerned college submit hand written leave application of the teaching faculty along with the relative supporting documents to the visitors during visitation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


अध्यक्ष, आकलन 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.


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