



అఖిల భారత వైద్య విజ్ఞాన సంస్థ మంగళగిరి, ఆంధ్రప్రదేశ్
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश
All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh.
(An Autonomous Institute under MoHFW, Govt. of India)

F.No: AIIMS/MG/Admin/Estt/08/2026/08

Dt: 19/06/2026

OFFICE CIRCULAR

Sub: Timely submission of Leaves and LTC applications – Reg.

Ref : Office Circular vide #DIR/2024/303 dated 24.04.2024.

1. It is intimated that leave applications / LTC applications are being received from employees by the Establishment branch at very short notice. Majority of the cases are resulting in Post Facto approvals. Such practices have been viewed seriously by the competent authority.
2. All employees are once again advised that for leaves such as EL, AL or any other kind of leave and LTC, it is mandatory to submit leave applications at least two weeks in advance of the intended leave start date.
3. Further, for any planned abroad/international visit, whether for personal or official reasons, leave applications must be submitted a minimum of three months in advance along with all necessary approvals.
4. Reporting Officers/Controlling Officers shall ensure timely submission and processing of leave applications. Any unauthorized absence or leave availed without prior approval shall attract disciplinary action as per applicable rules. **No post facto approval shall be entertained.**
5. Leave on emergency grounds shall continue to be considered on a case-to-case basis, subject to satisfactory justification and approval by the competent authority.
6. All concerned are directed to adhere strictly to the above instructions. This circular shall be treated as a reiteration of the earlier instructions and compliance shall be ensured by all concerned.

This issues with the approval of the Competent Authority.

Copy to:

1. MS/Deans/Financial Advisor, AIIMS Mangalagiri
2. All HODs/ Section Heads, AIIMS, Mangalagiri


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