

Government of India, Ministry of Health and Family Welfare
All India Institute of Medical Sciences
Mangalagiri, Andhra Pradesh
Director Office

Ref No: #DIR/2024/303

Date: 24/04/2024

OFFICE CIRCULAR

It has been observed that there have been many instances where in the faculty/non faculty/staff have proceeded on leave without prior intimation and sanctioning. Further it has also come to the notice that faculty/non faculty/staff members are submitting the leave applications after availing the leaves without prior approval. This has been viewed very seriously.


For leaves like EL, AL or any other kinds of leave, it is mandatory to submit leave application **at least two weeks** in advance of the intended leave start date.

For any planned abroad/ international visits, whether for personal or official reasons, it is mandatory to submit the leave applications a **minimum of three months in advance**.

Reporting Officers to ensure timely submission of leave applications. Any unauthorized leave will attract disciplinary action. **No post facto approvals will be given henceforth.**

Leave on emergency basis will be sanctioned on case to case basis.

This is for strict compliance with immediate effect.


24-4-24

(Dr. Madhabananda Kar)
Director.

To

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