



No/2018-19/Comb/Circulars/AIIMS RPR/ 366

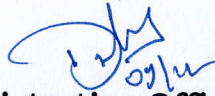
Date 09 / 12 / 2021

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**Sub:- Guidelines for Sanction of LTC Applications.**

It has come to the notice of the Authorities that officials are submitting Applications for LTC at last moment and are proceeding on leave and travel for availing LTC without receiving sanction for the same from the Competent Authority. Therefore it has been decided that application for LTC shall be submitted by the official at least 21 Days before the departure date. In case for any reason whatsoever, written sanction not received by the official by departure date he/she shall not commence the journey without verbal approval of the Competent Authority as the case may be. Applications received beyond the said time period shall not be entertained.

Issued with the approval of Director AIIMS Raipur.

  
**Administrative Officer  
(Hospital)**  
All India Institute of Medical  
Sciences, Raipur

**Copy to:**

1. O/o Director, AIIMS Raipur.
2. O/o Dy. Director (Admn.), AIIMS Raipur.
3. Dy. Medical Superintendent, AIIMS Raipur.
4. Sr. Administrative Officer, AIIMS Raipur.
5. Account Officer cum DDO, AIIMS Raipur
6. All Asst. Nursing Supdt./Sr. Nursing Officer/Nursing Officer AIIMS Raipur.
7. Guard File.