



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश-249203  
All India Institute of Medical Sciences, Rishikesh - 249203

AIIMS-RISHI/203/A.O./ 569

Dated: 27.12.2024

**OFFICE ORDER**

It has come to our notice that some employees are submitting their LTC form/ LTC Advance form just before the commencement of journey. The LTC form/ LTC Advance form has to be verified from available records and approval has to be taken from Sanctioning Authorities thereafter, which requires time for processing.

2. Hence, all Regular Group B and C employees are directed to submit their LTC/ LTC Advance form at least 15 days prior to the commencement of Journey in view of O.M. No. 31011/3/2015-Estt (A.IV), dated 18.02.2016. Any application for LTC/ LTC Advance submitted beyond timeline provided above may be rejected without assigning any reason.

(Gaurav Badola)  
Administrative Officer

**Copy to:-**

1. PPS to Executive Director
2. PS to DDA/ MS/ Dean (A)/ FA
3. Registrar/ CNO/ SAO/ SPCSO
4. All HODs/ Incharge
5. IT Cell- to upload on institute website
6. Guard File