



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492099 (CG)
www.aiimsraipur.edu.in

No./Estt(N)/HR Port.(e-Leave)/2021/AIIMSRPR/ 04

Date-12.01.2021

CIRCULAR

Sub:- Implementation of HR portal (e-Leave) in All India Institute of Medical Sciences, Raipur w.e.f. 11-01-2021.

This is for information of all Senior Nursing officers and Nursing Officers of AIIMS Raipur, HR Portal (e-Leave) is implemented at AIIMS Raipur w.e.f. 11-01-2021. The portal is designed with an objective to establish a paperless environment in AIIMS Raipur increase efficiency transparency effectiveness employee convenience and accountability.

2. It is hereby directed to all Senior Nursing officers and Nursing officers to apply for all types of leave (up to 30 days) through HR portal www.hr.aiimsraipur.edu.in w.e.f. 11-01-2021
3. Training module/user manual will also be available at www.hr.aiimsraipur.edu.in for logging into portal and apply for leave.
4. Leave flow for implementation of above HR Portal (e-Leave) will be

Application → I/c-Ward/OPD → ANS → Establishment → AO (H) → Dy. MS

5. Difficulties faced in following these orders or queries related to above may be brought to the notice of Establishment (Nursing). Mob No - 8319036191/0771-2577313
6. This is issued with approval of competent authority AIIMS Raipur.

आरोग्यम् सुखं समाप्तम्

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

Copy to:-

1. O/o Director, AIIMS Raipur (CG).
2. O/o DDA, AIIMS Raipur (CG).
3. O/o MS, AIIMS Raipur (CG).
4. Sr. AO, AIIMS Raipur (CG).
5. All ANSs, AIIMS Raipur (CG).
6. All Concerned Employee(s), AIIMS Raipur (CG).
7. Notice Board.
8. Office Copy