



अखिल भारतीय आयुर्विज्ञान संस्थान, नई दिल्ली
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI, 110029

Date: 17-04-2026

Ref. Number: I/3026878/2026

OFFICE MEMORANDUM

Subject: Implementation of Leave Module on SAHAS Portal for Faculty Members of AIIMS, New Delhi - regarding.

It is hereby notified that a digital Leave Module on the SAHAS Portal shall be operational w.e.f. 01.05.2026 for submission, processing and approval of leave applications of Faculty members of AIIMS, New Delhi. The leave applications received through SAHAS portal shall be examined, processed, and decided through the SAHAS Portal only.

2. The leave applications, on or after 01.05.2026, in respect of all kind of leaves including Academic Leave and Leave Travel Concession (LTC) except for Study Leave, Casual Leave and Restricted Holidays shall be accepted through SAHAS portal only. The leave applications initiated on or after 01.05.2026 through any mode other than SAHAS shall not be entertained. Faculty Cell may ensure that leave balances of the Faculty Members are updated in the SAHAS system at the earliest.

3. For facilitating smooth implementation, the User Manual (PDF) and Instructional Videos (Hindi & English) are available on the SAHAS Portal under the 'User Manual SOP' section. For any technical assistance, the SAHAS Helpdesk may be contacted at sahas@aiims.edu. All subsequent communications, including helpdesk contact details, Standard Operating Procedures (SOPs), user manuals, training schedules and other implementation-related instructions, shall be made available on the SAHAS Portal under the "Alerts and Notifications" section (accessible through the bell icon at the top right corner of the portal).

4. All concerned may take note of the above and ensure compliance.

This issues with the approval of the Competent Authority.

Digitally signed by
Raj Kumar

Date: 17-04-2026

RAJ KUMAR BHARDWAR
ADMINISTRATIVE OFFICER
Faculty Cell

Distribution:

1. Deans (Academic/Research/ Examination)/ Chiefs of the Centres

2. Medical Superintendents (Main & RPC)/ Heads of Departments
3. The Sr. FA/Dy. Secretary/CAO/FA/S.E.
4. Sr. Administrative Officers/Administrative Officers /Assistant Administrative Officers
6. All Associations/Unions/Faculty Members/Officers/Staff of AIIMS
7. The Computer Facility, AIIMS - with request to upload the same on AIIMS website and circulate in AIIMS content provider.
8. PMU -For ensuring timely implementation and for organizing training sessions as per requirements.
9. The Hindi Section - with request to provide the Hindi version of the same for uploading on the AIIMS Website.

Copy for information to:

PPS/PS to Director, AIIMS/ Addl. Director (Admin)