ALL INDIA INSTITUTE OF MEDICAL SCIENCES
COMPUTER FACILITY

Dated: 20th Jan'25

Subject: Sessions on eOffice and Cyber Security Awareness for employees of the AIIMS

In our ongoing efforts to improve operational efficiency and cyber awareness, we are pleased to inform that **Sessions** on e-Office and Cyber Security Awareness will be conducted for employees of the AIIMS as per given schedule:-

Venue: - CMET EDUCATION HALL

Sno	Date	Day	Time	Topic	Users
1	06-02-2025	Thu	11:00 - 12:30	e-Mail/ Kavach and Basic e-Office	Nursing Cadre
2	06-02-2025	Thu	3:00 - 4:30	e-Mail/ Kavach and Basic e-Office	Nursing Cadre (Repeat Lecture)
3	07-02-2025	Fri	11:00 - 12:30	e-Mail/ Kavach and Basic e-Office	Ministerial, Secretarial Staff and Other Staff
4	07-02-2025	Fri	3:00 - 4:30	e-Mail/ Kavach and Basic e-Office	Ministerial, Secretarial Staff and Other Staff (Repeat Lecture)
5	10-02-2025	Mon	11:00 - 12:30	e-Mail/Kavach and Adv. e-Office	Ministerial, Secretarial Staff and Other Staff
6	10-02-2025	Mon	3:00 - 4:30	e-Mail/Kavach and Adv. e-Office	Ministerial, Secretarial Staff and Other Staff (Repeat Lecture)
7	17-02-2025	Mon	11:00 - 12:30	Cyber Security Awareness	Open For All Staff
8	19-02-2025	Wed	3:00 - 4:30	Cyber Security Awareness	Open For All Staff (Repeat Lecture)

The users are requested to attend training sessions as per their convenience. The respective in-charges are requested to promote their subordinates to attend the sessions.

Dr. Pooja Gupta
Prof. In-charge, CF

To: for information & necessary actions please:

1. Chief of All Centres
2. Head of all Departments
3. Medical Superintendant
4. Sr. Financial Advisor
5. Deputy Secretary
6. Superintending Engineer, ESD
7. Chief Administrative Officer
8. In-charges of all Units/ Sections/ Cells etc.
9. Chief Nursing Officer, Main AIIMS
10. PS to the Director
11. PPS to the Additional Director (Admin.)
12. Computer Facility – to be uploaded on the website(aiims.edu)