

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2022-Estt.-I(DO)

Dated: 14th February, 2023

OFFICE MEMORANDUM

Subject: Mandatory use of E-Office for all official communications at the AIIMS New Delhi reg.

It has come to the notice of the undersigned that e-Office is not being mandatorily used by all the users/departments/sections at the institute.

In line with the good governance practices, the office memorandum dated 24th September, 2022 regarding mandatory use of e-Office across AIIMS, New Delhi is to be strictly be adhered to.

The Chief Administrative Officer is directed to conduct training of all the users/departments/sections at the Institute to ensure 100% use of e-office within 30 days of issue of this order.

 14/2/2023

(Prof. M Srinivas)
Director

Distribution: (with a request to also circulate it to all officials under their control)

- Dean/s (Academic, Research, Examination)
- Addl. Director (Admin)
- Medical Superintendent (AIIMS)
- Chiefs' of all Centres / Head, NCI Jhajjar
- Heads' of all Departments
- Sr. Financial Advisor
- Prof. I/c Computer Facility
- Deputy Secretary
- Chief Administrative Officer