

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**COMPUTER FACILITY**

**Dated: 19th May 2025**

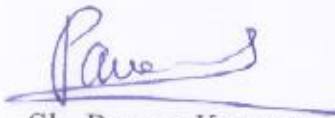
**Subject: Sessions on eOffice / e-Mail for employees of the AIIMS**

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

**Venue: - CMET EDUCATION HALL**

S. No	Date	Day	Time	Topic	Users
1	26-05-2025	Mon	11:00 - 12:00	e-Mail/ Kavach and Basic e-Office	Nursing Cadre (CNO, NS, DNS, ANS)
2	27-05-2025	Tues	03:00 - 04:00	e-Mail/ Kavach and Basic e-Office	Nursing Cadre (CNO, NS, DNS, ANS) (Repeat Lecture)
3	28-05-2025	Wed	11:00 - 12:00	e-Mail/ Kavach and Basic e-Office	Open For All Staff
4	29-05-2025	Thurs	03:00 - 04:00	e-Mail/ Kavach and Basic e-Office	Open For All Staff
5	30-05-2025	Fri	11:00 - 12:00	e-Mail/Kavach and Adv. e-Office	Open For All Staff
6	02-06-2025	Mon	03:00 - 04:00	e-Mail/Kavach and Adv. e-Office	Open For All Staff

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.

  
Sh. Pawan Kumar  
System Analyst, 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)

Cc:

1. Prof. In-charge, CF
2. CMET, for booking of education hall please