

**F. No. 40-30/2025-Estt.I**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
 Ansari Nagar, New Delhi – 110029

Dated: 29<sup>th</sup> July, 2025

**OFFICE MEMORANDUM**

**Subject:** Reiteration of Director's Instructions – Timely Disposal of Administrative Matters in e-Office.

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Kind attention is invited to this Office Memorandum of even number dated 28th January 2025, issued with the specific instructions of the Director, AIIMS, regarding the "Timely Disposal of Administrative Matters in e-Office."

It has been observed that delays in processing administrative matters persist when staff proceed on leave without making prior arrangements. The competent authority has taken a serious view of the non-compliance with the issued instructions.

In view of the above, and as per the clear directions of the Director, the following instructions are reiterated for strict compliance by all concerned:

**1. Pre-Leave Planning:**

Staff members must complete all pending work in the e-Office system or delegate tasks well in advance before proceeding on leave.

**2. Delegation of Responsibilities:**

Immediate seniors are responsible for identifying a competent substitute to take over the duties of the staff member going on leave. The substitute must be given appropriate access and briefing.

**3. Monitoring and Follow-up:**

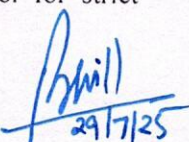
The designated substitute must ensure timely execution of tasks, and any delays must be immediately brought to the notice of higher authorities.

**4. Use of e-Office Tools:**

All officers and staff should proactively use e-Office functionalities like task reminders, workflow automation, and tracking tools. Departments are advised to conduct regular training sessions to enhance staff familiarity with these tools.

The instructions are being reiterated to ensure that administrative efficiency is maintained at all times. It is requested that these instructions be circulated to all officials under their control for strict compliance.

This issues with the approval of the competent authority.

  
 29/7/25  
 (B.S. Gill)

**Chief Administrative Officer**

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- The Deputy Secretary
- The Financial Advisor
- All the Sr. Administrative Officers / Administrative Officers
- Prof. I/c Computer Facility – with a request to place this on the AIIMS website
- Sr. Hindi Officer – to provide Hindi translation of this OM for circulation in Hindi

**Copy for information to:-** The Director, AIIMS/Addl. Director (Admn.)