

IMMEDIATE
REMINDER

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(GENERAL SECTION)

No.F. 1-1/2025-Genl. (IB-158)

Dated: 24.04.2025

Subject: Request for Agenda Note for 158th meeting of the Institute Body (IB) proposed to be held shortly.

In continuation of this office memorandum of even number dated 08.04.2025 on the subject cited above. In this connection, it is informed that no proposals have been received so far. So, it is once again requested to all Chief of Centres/Head of the Departments/Sections/Units etc. **to submit Agenda Note/proposals if any** in the prescribed format of IB (IB format downloaded from URL "<https://www.aiims.edu/images/pdf/notice/generalsect-12-5-17.pdf>") duly approved by the Competent Authority in **both Hard and Soft Copy (Word Form) as well as maximum 3 to 4 slides of PPT** in your respective proposal/agenda item latest by 30.04.2025. The soft copy of approved Agenda Notes may kindly be sent to undersigned at aiimsgeneral@gmail.com.


24.4.2025

(Rajesh Kumar)
Administrative Officer

Distribution:

1. All Chiefs of Centres.
2. All Heads of the Departments/Sections/Units etc.
3. Prof. In-charge Computer Facility with the request to upload the same in AIIMS website.

Copy to:

1. PPS to Director
2. PPS to Addl. Director (Admn.)
3. PS to Dean/MS/DS/ CAO/ SE