

**REMINDER**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(GENERAL SECTION)**

**No.F.4-1/2025-Genl. (SFC-230)**

**Dated: 25.04.2025**

**Subject: Request for Agenda Note for 230<sup>th</sup> meeting of the Standing Finance Committee proposed to be held soon.**

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In continuation of this office memorandum of even number dated 20.02.2025 on the subject cited above, all Chief of Centres/Head of the Departments/Sections/Units etc. are once again requested **to submit Agenda Note/proposals** if any in the prescribed format of SFC (SFC format downloaded from URL **"<https://www.aiims.edu/images/pdf/notice/generalsect-12-5-17.pdf>"**) duly approved by the Director, AIIMS, New Delhi in both Hard and Soft Copy (**word form**) as well as maximum 3 to 4 slides of PPT in your respective agenda item on or before **30.04.2025 positively**.

***As regards the proposal regarding creation of posts (Faculty/SR&JR/Non-faculty) are routed through Faculty Cell/Academic Section/Recruitment Cell respectively after due approval & comments of the Director & Sr. F.A. (copies of the same kindly be provided) is to be submitted for upcoming SFC.*** The soft copy of approved proposal may also be sent to undersigned at [adminogenlsec@aiims.gov.in](mailto:adminogenlsec@aiims.gov.in) & [aiimsgeneral@gmail.com](mailto:aiimsgeneral@gmail.com).

  
**(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.

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