

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(GENERAL SECTION)

No.F.4-2/2025-Genl. (SFC-231)

Dated: 26.11.2025

CIRCULAR

Subject: 231st meeting of the Standing Finance Committee – seeking Agenda Note regarding.

In continuation to Circular of even number dated 04.11.2025, Chiefs of all Centres/Head of the Departments/Sections/Units etc. are requested to submit their Agenda Note/proposals (if any) with due approval of Director (AIIMS) and in the prescribed proforma available at URL "<https://www.aiims.edu/images/pdf/notice/generalsect-12-5-17.pdf>", in both hard and soft copy (.docx format at aiimsgeneral@gmail.com) **on or before 06.12.2025**. In addition to this, a PowerPoint presentation (.pptx format) of not more than 04 slides should also be provided along with.

2. As regards the proposal such as creation of posts, procurement of items etc., it should be moved ONLY by concerned nodal departments after mandatorily incorporating approved comments of Finance Division and needless to say, shall also have due approval of Director, AIIMS, New Delhi.



(Pawan Kumar)

Administrative Officer (Legal/General)

To:

1. As per standard distribution list.
2. PIC(CF) with the request to upload the Circular on AIIMS website.

Copy to (for information):

1. PPS to Director/ Deans / ADA / Sr.FA / MS / SE / DS / CAO