

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

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

Dated: 08.04.2025

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

It has been decided to hold the 158th meeting of the Institute Body (IB) very soon. All Chief of Centres/Head of the Departments/Sections/Units etc. are requested 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 15.04.2025**. The soft copy of approved Agenda Notes may kindly be sent to undersigned at 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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