

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

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

Dated: 20.02.2025

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

It has been decided to hold the 230th meeting of the Standing Finance Committee proposed to be held soon.

All Chief of Centres/Head of the Departments/Sections/Units etc. are requested to **submit Agenda Note/proposals** 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 Competent Authority in both Hard and Soft Copy (**word form**) as well as maximum 3 to 4 slides of PPT in your respective agenda item at the earliest.

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 & 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.

Copy to:

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