

No.F.20-10/2018-Ett.I
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ESTABLISHMENT SECTION (DO)

Ansari Nagar, New Delhi -29.

Dated the:- 15 JUN 2018

MEMORANDUM

Subject: - Submission of e-mail IDs for distribution of important circulars/notices issued by Establishment Section (DO) through e-circulation/e-mails.

Establishment Section (DO) issues various important circulars/guidelines/instructions for all employees of the Institute from time to time. It has been observed that manual distribution of such important circulars/notices results in delay or non-delivery of these notices/circulars in some areas. The issue regarding distribution of these circulars/notices through e-mails to all the concerned Centres/departments/sections is under consideration of the competent authority and for the purpose; official e-mails Ids of all Centres/Departments/Sections are required.

In view of above, all the Chief of Centres/Head of the Departments/Sections/Units are requested to kindly provide official email Id(s) of their respective Centre/Department/Section/Unit to the Computer Facility and Administrative Officer (DO) at the earliest.

This issues with the approval of the competent authority.


(B.S. GILL)

Administrative Officer

DISTRIBUTION :-

1. The Dean, Academic Section/Research Section/Examination Section
2. All Chief of Centres
3. The Medical Superintendent
4. All the Head of Departments/Sections/Units
5. Prof – in – Charge, CRHSP Ballabhgarh/The Dy. Secretary
6. The Sr. Financial Advisor/Financial Advisor
7. All the Sr. Admn. Officers/ Admn. Officers/Asstt. Admn. Officers

Copy to:-

1. PPS to the Director, AIIMS/PS to Dy. Director (Admn.)
2. Computer Facility – With request to upload this Memo. on Institute's website

