

REMINDER - I

**STORE SECTION (DO)
All India Institute Of Medical Sciences
Ansari Nagar, New Delhi - 110029**

No. F. 35-1/2017/SO (DO)

Dated the : 2nd, December, 2020

CIRCULAR

In continuation to our earlier circular dated 22/09/2020 wherein all the HODs of the department/unit/section were requested to provide the requisite information in the prescribed format for including the same in the data base for proper maintenance of equipment procured through Store Section (DO) (copy enclosed).

The information has been received from the following Departments till date.

1. Dermatology & Venereology
2. Central Animal Facility
3. Main Blood Bank, Department of Transfusion Medicine
4. Department of Physiology
5. Department of Gastroenterology & HNU
6. Department of ENT
7. Department of Transplant Immunology & Immunogenetics

It is therefore once again requested to provide the Data of M&E items procured by Store Section (DO) in prescribed format for including the same in database for electronic Software for proper maintenance of equipment. The information may please be provided within 5 days of issue of this letter, failing which, Store Section (DO) will not be responsible for maintenance of Machinery & Equipment


SR. STORE OFFICER (DO)

Distribution:


1. All the Head of the Departments/Sections/Units
2. Sr. Financial Advisor/Financial Advisor

Copy to:

PS to Dy. Director (Admn.)

The Computer Facility with the request to upload the same on official website of the AIIMS




Dr. Sanjeev K. S.P.


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ALL INDIA INSTITUTE OF MEDICAL SCIENCES
STORES SECTION (DO)

Name of the Department/Location _____

S. No.	¹ Supply order No.	² Serial Number of the equipment	² Quantity	⁴ Order date	⁶ Unit Cost (Rs.)	⁷ Date of Installation	⁸ Warranty Expiry Date
1.							
2.							
3.							
4.							
5.							

PTO

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
STORES SECTION (DO)

S. No.	9 Nomenclature of Item	10 Manufacturer Name	11 Supplier Name	12 Supplier E-mail	13 Supplier Mobile	14 CAMC rate approved in supply order	15 CAMC period
1.							
2.							
3.							
4.							
5.							