

Computer Facility
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Dated: 8th Dec, 2014


Sub: Use of e-office for tracking file movements at AIIMS, regarding:-

This is in continuation to our letters dated **27-11-2014, 11-11-2014 and 17-09-2014** on the use of e-office for tracking file movements at AIIMS. In this regard it may please be informed that sufficient opportunity as well as training has been given to most of concerned staff and it is, therefore, expected from all of them to start using e-office for tracking file movements at AIIMS without fail. It may be informed that e-office has already been implemented in AIIMS as well as all centres and no routine physical file/ request letter without being routed through e-office will be received in the office of the Stores Officers, Accounts Officers, Administrative Officers, Sr. AO, EE, CAO, FA, ,SE, Sr. FA, DD(A), MS, Dean and Director, AIIMS.

In order to avoid inconvenience in future to faculty and staff, all Chief of the centres and HODs are, hereby, once again requested to kindly advice all the staff working in their offices to start routing files/ letters through e-office immediately and without fail.

We are ready to provide more training to all those who have not attended it earlier. You are requested to kindly email at **eoffice.aiims@gmail.com** name, designation and contact details of staff by 13-12-2014 so that proper training once again could be organized. Faculty may also get their login ID and passwords through this email (**eoffice.aiims@gmail.com**).

Your co-operation will help us to provide better and efficient file tracking movement system at AIIMS. The above may kindly be brought to the notice of all concerned and given wider publicity.


(Satish Prasad)

System Analyst, Computer Facility

Distribution:-

1. All Chief of Centres and HODs.
2. Dean, MS, DD(A), Professor I/C- Exam Cell, Sub-Dean (Acad), Registrar, Sr. FA, CAO, FA, SO(DO)

CC to: P.S. to Director / D.D.A/ Prof. I/C-CF/ Chairman of Computerization Committee
and Shri Sanjay Gupta.