

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Estate Section

F.No Estate/25-02/2020 (pt file)

Dated 08.05.2020
15

CIRCULAR

In view of increased need to minimize spread of COVID-19 epidemic and also to promote paperless environment, quick reply/disposal by Estate Section, Estate Section at AIIMS has started use of E-office module for paper-less electronic files instead of physical files. Thus physical file movements of Estate Section has now reduced considerably.

However daks (i.e receipts/applications etc) at Estate Section are still being received in physical form.

Thus to minimize the spread of COVID-19 epidemic, all the Departments/Sections and Faculty Members, Nurses, Officers and Officials/Staff of AIIMS are requested that daks (i.e receipts/applications etc) at Estate Section would be received through the following e-mail id:-

" aiims.ao.estate@gmail.com "

2. While sending the daks, it is requested to kindly mention your Contact number/Mobile Number along with **mandatory email id** so that reply/communication may be done through e-mail by Estate Section.

This issues with the approval of the Competent Authority.

Nikhil Bhatnagar
(Nikhil Bhatnagar)

Administrative Officer (Estate)

Extn No- 3241/4025

Email Id- aiims.ao.estate@gmail.com

To,

1. All Chiefs of Centres/Head of Departments,
2. Dean (Academic/Research/Exam)
3. MS Hospital/Dr R.P Centre/Trauma Centre
4. PPS to Director/DDA/Sr FA/DS/CAO
5. All Sr Administrative Officers/Administrative Officers
6. Professor Incharge, Computer Facility with the request to upload the same at website
7. Faculty Association,
8. Officers Association,
9. Nurses Association,
10. Karmchari Union.

RECEIVED
Estate Section / Computer Facility

15 MAY 2020

3:10

Mr. Sanjeev Kumar
Aman
Ashwini
16.5.2020