



Finance Division
All India Institute of Medical Sciences, New Delhi
Circular

File No. FD/E-office/2021-22

Dated:- 21st May 2021

Sub: -Implementation of E-office in Finance & Accounts Division .

In continuation to this office circular of even no. dt 04.05.2021, it is informed to all concerned that the finance division has already implemented E-office wherein concurrence/vetting of financial proposals are being offered by the finance division electronically. However, during the process of e-concurrence of file, it is observed that the Stores/Hospitals/Administration/ESD forward the file to finance division on e-office number generated in physical file mode, as a result of which for processing of file electronically, finance has to generate a new e-office number in electronic file mode. This creates 02 e-office numbers for a single file which makes it difficult for the user department/stores/hospital/administration/ESD to track the real time status of the file.

The above issue has been deliberated and it is learnt that the issues could be resolved, if e-office number are created in electronic file mode. Hence, in order to overcome the ibid difficulties thereby smooth implementation of E-office, all Stores Officer/Hospitals/Centre/Administration/ESD are hereby requested that file may be forwarded to **finance in e-office number invariably generated through electronic-mode and physical file as being forwarded heretofore may continue to be forwarded to finance till the time e-processing of file are implemented at their/your end.** The process for generation of e-office number electronically is similar to the physical file mode.


Finance and Chief Accounts Officer

Distribution,

1. Deputy Secretary
2. SE(In charge) ESD & NCI Jhajjar
3. Sr. Stores Officer (D.O.)/Stores Officer/Asst Store Officer (Dr.RPC/Dr.BRAIRCH/ResearchSection/CDER/NDDTC/Hospital/NDDTC/JP NATC/CNC)

Cc:- for information

1. PS to MS(hospital) /PS to Sr.FA
2. PS to Chief of all Centre's
3. Computer facility- kindly upload in AIIMS website for wider dissemination .