



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

ANSARI NAGAR, NEW DELHI-29

FINANCE DIVISION

F.No.:FD/E-office/2021-22/

Dated 04.05.2021

CIRCULAR

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

In view of Covid-19 pandemic and largescale spread amongst employees / staff of Finance & Accounts Division of Main & all Centres of the Institute; it has been decided to implement E-office in the Finance Division with immediate effect. Therefore, all the F&CAOs / Accounts Officers in-charge in Main / Centres are hereby directed to make all efforts for implementation of E-office by way of registration of AIIMS FD's regular employees in E-office, provide them relevant Manuals, hand-holding etc. The E-office shall be implemented as follows-

1. All internal files must mandatorily be initiated & acted upon in E-office ONLY. Any PUC or references received should be scanned & attached in E-office for perusal.
2. The outsourced staff may communicate through emails regarding assigned work.
3. In case of external files, including those of Stores (if proposal is not received in E-office), the final proposal note sheets (latest ones) must be scanned & attached and then acted upon within E-office. Once concurred / advice is approved at delegated level / reverted to exit points in FD, the same can be marked on the way out to the concerned Faculty (Chief / Dean / HoD / MS) / Stores / Engineering / Project / Facility in-charge officer.
4. Exception is allowed only to proposals received physically but marked URGENT / EMERGENCY / TATKAL by Director / DDA / concerned Chief / HoD / Dean / MS / Project Officers (or member-Secretary of the Committee with approval of Chairman or as per approved Minutes of meeting), Registrar / SE, PIC (Procurement / Faculty Cell / Recruitment), DS (Transport), Faculty in-charge of facilities / portfolio etc. may be acted upon physically.
5. This will help allowing few employees in the verticals to *Work From Home* as per roster, subject to Institute's guidelines with necessary approvals.

This is issued with the approval of Director, AIIMS, New Delhi.


(Narinder Bhatia)
Financial Advisor

To,

All F&CAOs / Accounts Officers - **For strict compliance.** ✓

Copy to:- For information.

- 1) Chiefs of the all Centres / All Head of the Departments / Medical Superintendent
- 2) Professor-in-charges of various Facilities / Projects and All Project Officers
- 3) PIC (Procurement, FC, RCT) / Dy. Secretary / CAO / All Admin Officers
- 4) Superintendent Engineer(s) - Main Campus & Jhajjar Campus, ESD
- 5) Sr. Stores Officer (DO) / All Stores Officers of Centres
- 6) P.P.S to Director / Sr.P.S to D.D.(A) / P.S. to Sr.F.A.
- 7) cf - Please upload on AIIMS website.

Ms Anubita S
STS