

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(General Section)

No.F.1-3/General/2020-DAVP Bills


Ansari Nagar, New Delhi – 29.
Dated : 27.05.2020

CIRCULAR

Subject: Guidelines for publication of advertisement in print media at the AIIMS, New Delhi.

It is informed that the advertisement on various matters of the Institute is being published in print media through DAVP. The General Section is the nodal section for release of advertisement material received from various Centres/Departments/Sections etc. It has been noticed that some Centres/Departments/Sections are releasing advertisement to print media without the knowledge of the Nodal Section which create difficulty in maintaining the accounts of advertisement and settling of DAVP bills.

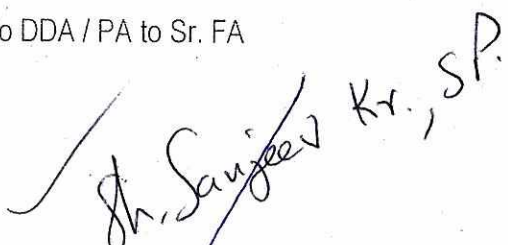

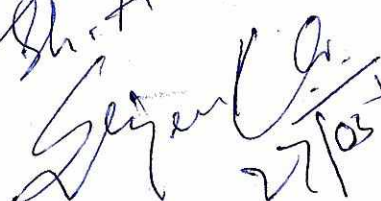
Accordingly, all the centers/ departments / sections / are requested to submit all the proposal/material to be published in print media with media plan duly approved by the Director/Competent Authority to the General Section at least 7 days in advance. It is also requested to make the payment against bills raised by DAVP through electronic transfer only within a reasonable time limit but not later than 15 days from the date of receipt of such bills, under intimation to the undersigned.


[G.R. PILLAI]
ADMINISTRATIVE OFFICER

- 1) All the Departments / Sections / Centres of the AIIMS
- 2) FA/ ACEO / Registrar
- 3) Stores Officer -(DO/CNC/RPC/BRAIRCH/NCI(Jhajjar)/JPNATC/NDDTC/CDER/Research Section)
- 4) Accounts Officer (Budget/Cash)
- 5) Professor-in-Charge (Computer Facility) – with request to upload this circular on Institute website.

Copy for information to :- PS to Director / PS to DDA / PA to Sr. FA




Sh. Sanjeev Kr., SP.

Sh. Anwar

27/05/2020