

**REMINDER-I**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(GENERAL SECTION)**

**Dated: 22.10.2024**


F.No. 4-3/2024-Genl. (SFC-229)

**Subject: Request for Agenda Note for 229<sup>th</sup> meeting of the Standing Finance Committee proposed to be held soon.**

\*\*\*\*\*

In continuation of this office memorandum of even number dated 30.07.2024 on the subject cited above, all Chief of Centres/Head of the Departments are once again requested to **submit Agenda Note/item** if any in the prescribed format of Standing Finance Committee (SFC format downloaded from Institute Website "**Notice Section**") duly approved by the Director, AIIMS, New Delhi in both Hard and Soft Copy by **29.10.2024 positively**.

**As regards the proposal regarding creation of posts (Faculty/SR&JR/Non-faculty) are routed through Faculty Cell/Academic Section/Recruitment Cell respectively after due approval & comments of the Director & Sr. F.A. (copies of the same kindly be provided) is to be submitted for upcoming SFC.** The soft copy of approved proposal may also be sent to undersigned at [adminogenlsec@aiims.gov.in](mailto:adminogenlsec@aiims.gov.in) & [aiimsgeneral@gmail.com](mailto:aiimsgeneral@gmail.com).

  
**(Rajesh Kumar)**  
**Administrative Officer**

**Distribution:**

1. All Chiefs of Centres.
2. All Heads of the Departments/Sections/Units etc.
3. Prof. In-charge Computer Facility with the request to upload the same in AIIMS website.

**Copy to:**

1. PPS to Director/ Dean /MS
2. PPS to Addl. Director (Admn.)/ PA to Dean (Acad.)/MS/Sr. F.A.  
/DS/ CAO/ SE