

**REMINDER-II**

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


No.F. 2-1/2023-Genl. (GB-160)

Dated: 27.09.2023

**Subject: Request for Agenda Note for GB-160 meeting proposed to be held shortly.**

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In reference to our earlier letter dated 28.02.2023 and its subsequent reminder dated 21.09.2023 with an even number on the subject cited above. It is informed that, the 160th Governing Body meeting to be held soon. So that, it is once again requested to all Chief of Centres/Head of the Departments/Sections/Units etc. **to submit Agenda Note/proposals** in the prescribed format of GB (**GB format downloaded from this URL "[https://www.aiims.edu/index.php?option=com\\_content&view=article&id=6965&Itemid=806&lang=en](https://www.aiims.edu/index.php?option=com_content&view=article&id=6965&Itemid=806&lang=en)"** ) duly approved by the Competent Authority in both Hard and Soft Copy latest by 30.09.2023. The soft copy **in word form** of approved Agenda Notes may kindly be sent to undersigned at [aiimsgeneral@gmail.com](mailto:aiimsgeneral@gmail.com).

  
27.9.2023  
**(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:**

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