

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
STORE SECTION (DO)

F.No.1-4/Circular/Sty. Stores(DO)/2019-20

Dt.17th August,2019

CIRCULAR

Subject:- Issue of Stationery/General/Sanitation items through online Indent-Reg.

The process of on-line indenting and issue of Stationery/General/Sanitation items from Stationery Stores (DO) is going to be implemented/started w.e.f. 1st September, 2019. All the Departments/Officers/Sections are requested to get user ID created for their Department/Section for on-line indent through e-hospital for issue of items from Stationery Store (DO) at the earliest.

The representative of Department/Section are advised to visit Computer Facility to create user ID with password for online indent alongwith authorization letter from HoD/Officer of respective Department/Section on priority.

No items will be issued through manual indent book after 31st August, 2019.

(Rakesh Kumar Sharma)
Sr. Stores Officer (DO)

Distribution:-

1. All the HoDs of the Departments (Teaching Block)
2. PPS to Director
3. D.D.A/D.S/Dean(Academic)
4. Registrar
5. Sr. F.A.
6. Chief Administrative Officer
7. Sr. Administrative Officer(Estt-I & II)
8. Admn. Officer (DO)/Vigilance/Estate/Legal/ACR/SC/ST/OBC Cell/EHS/RTI Cell
9. Admn. Officer Coordination/Legal/Parliament
10. Admn. Officer General/Faculty Cell/Hindi Section
11. Superintending Engineer/Chief Security Officer/Transport Office
12. Media and Protocol Division/Officer-in-charge, Computer Facility
13. Sr. Warden, Hostel Section
14. Student Union/Karmachari Union/ Office Association Union
15. Sanitation Deptt.

Copy to:-

Officer in-Charge,
Computer Facility

} With the request to upload the circular *
} on the AIIMS website.



Mr. Sanjeev Kumar *

Mr. Aman
29/8/19
30/08/19