

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2022-Estt.-I(DO)

Dated: 10th June, 2023

OFFICE MEMORANDUM

Subject: Streamlining of administrative workflows of the Skills, E-learning and Tele-medicine (SET) Facility at AIIMS, New Delhi.

SET facility of AIIMS New Delhi is conducting regular medical education & simulation workshops/trainings for students, faculty, scientists & other in-service staff and also serves as the National Resource Center for National Medical College Network. Till date, the SET facility is noted to have imparted trainings to over 5000 health workers in various skills and this has helped train and set-up various simulation centres across the country.

However, it has been noted that SET Facility is currently functioning in an unstructured manner and there are no established administrative workflows defined for the same despite the said facility having its own dedicated budget, stores, etc. To streamline the functioning of the SET Facility, it has been decided that the SET Facility shall be an independently functional unit within AIIMS New Delhi reporting to the Director with Prof. Ambuj Roy as the Head of the Facility. To ensure ease of functioning and quick decision-making, the Head of the SET Facility shall be empowered to take routine decisions as per established guidelines and exercise financial powers as exercised by the Heads of various Departments at AIIMS, New Delhi.



10/6/2023

(Prof. M. Srinivas)
Director

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