

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Dated: 8th May '2012

Circular

Sub: Use of Intranet, Web-site and Emails for day to day official communications / letters/ circulars, etc. at AIIMS.

It is brought to the notice of all Chief of the Centres / Head of the Departments / Faculty members/ Officer Incharge of area/ divisions/ sections, etc. that it has been decided to promote use of electronic communication medias, like, Intranet, AIIMS web-site and emails for day to day official communications/ letters/ circulars, etc. in place of using paper/ stationery at AIIMS.

Most of the notices, circulars, etc. of general nature are being uploaded in the AIIMS Websites : www.aiims.edu/ www.aiims.ac.in and are also available in the Intranet. The intranet can be accessed using above web-sites. The Computer Facility will provide assistance for accessing the information.

All Chief of the Centres / Head of the Departments / Faculty members/ Officer Incharge of area/ divisions/ sections, etc are requested to access information through intranet/ web-site and provide their email address which they are currently and actively using to the Computer Facility so that relevant official information can also be sent to them electronically.

The above may be brought to the notice of all concerned and given wider publicity.

(Vineet Chawdhry)
DD(A)/ 08-05-2012

Distribution:-

1. All Chiefs of Centers
2. All HOD's and Faculty members.
3. Hostel Suptd./ Sr. F.A./ S.E./ C.A.O./ Registrar/
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