ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(GENERAL SECTION)

No.F. 2-2/2026-Genl. (GB-165) **Dated:** 12 NOV 2026

Subject: **Submission of Agenda Notes/Proposals for the 160th Institute Body and 165th Governing Body Meetings proposed to be held shortly.**

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It is proposed to convene the 160th meeting of the Institute Body and the 165th meeting of the Governing Body shortly.

2. In this regard, all Chief of Centres/Heads of Departments/Sections/Units, etc., are requested to submit their Agenda Notes/Proposals, if any, in the prescribed proforma enclosed herewith, in respect of the Institute Body and Governing Body meetings, in both hard copy and soft copy (in .docx format at **aiimsgeneral@gmail.com**) on or before **18.11.2026**.

3. Further, a PowerPoint presentation (in .pptx format), comprising not more than four slides, should also be submitted along with the Agenda Note/Proposal.

Ankit Kumar
11/11/2026
(Ankit 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 DS/ CAO/ SE

NOTE FOR THE INSTITUTE BODY

Item No. IB/

TO CONSIDER THE PROPOSAL FOR ----------

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1. INTRODUCTION

2. ADMINISTRATIVE COMMENTS

3. APPROVAL SOUGHT

4. This has the approval of Director

(Signature of Head of Centre/Unit/Deptt.)
(Name and Designation with contact No.)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI

No.F.17-1/2010/Genl./Pt.II Dated : 14.01.2016

Subject : Procedures regarding Preparation/Submission of agenda for consideration of various meetings.

With the approval of the competent authorities General Section has issued time to time guidelines for preparing proposal/agenda items for consideration of various Committee meetings like the **Institute Body, The Governing Body, The Standing Finance Committee** and others. It has been observed that in many cases agenda items are being received too close to the scheduled meeting date and guidelines are not being followed.

In view of the above, detailed guidelines for the procedures to be followed in the preparation and submission of agenda items for consideration of the various Committees are circulated herewith in consolidation form for the guidance.

It is requested to prepare the agenda items for various meetings strictly as per the guidelines. It is also reiterated that no agenda item will be accepted after issue of Meeting Notice.

This is issues with the approval of the Deputy Director (Admn).

14.01.16

(Pallav Kumar Chittej)
Administrative Officer (G)

Encl. : Guidelines of GB & SFC

Distribution :

1. All Chief of the Centres.
2. All Heads of the Departments, AIIMS
3. M.S.,Registrar, SE/FA/CPO/All Administrative Officers

Copy to :

1. PS to Director/Dean, Dy.Director(Admn.)
2. PS to Sr. F.A./CAO

GUIDELINES FOR PREPARING PROPOSAL/AGENDA ITEM FOR CONSIDERATION OF GOVERNING BODY, AIIMS, NEW DELHI

1. The proposal should be brief, lucid, self contained and should not have more than 4 to 5 pages. All the references in the proposal and relevant materials should be enclosed as Annexure to the note.
2. The proposal prepared by Centre/Unit/Department should bear the signature and contact No. of the respective Head of the Centre/Unit/Department. It should also be recommended by the Chief of the Centre, wherever applicable.
3. The proposal should be with complete justification and previous references, if any, in similar type of proposals should also be mentioned therein. Same should also be annexed to the proposal for ready reference of the Committee members.
4. Proposal should clearly indicate the points on which approval of GB is sought.
5. The proposal with the approval of Director should reach to the office of CAO at least 30 days before the date of convening of meeting of GB.
6. A format of the proposal for GB is annexed herewith for perusal and reference.
7. After the GB meetings and circulation of minutes approved, the concerned Centre/Department should ensure that action on the decisions of GB have been taken in a time bound manner and action taken report is sent to General Section.
8. It is requested that Chief of Centre, Head of the Deptt., Sr. F. A. , CAO etc. should take note of the instructions for the strict compliance with a view for facilitating the process of approval of the proposal by the GB.
9. The proposal should be neatly typed on A4 size paper, on both sides and font type should be **Times New Roman** to maintain the uniformity.
10. The proposal should indicate name of the Centre/Unit/Department on the Centre top of the item followed by File No. on the left corner.

11. Thereafter, subject in brief should be mentioned as " NOTE FOR GOVERNING BODY"

12. Specification for headings/subheadings:

i) The First three lines viz. Name of Centre/Unit/Department, File No. and Subject should be in bold Capital letters in font size 13 and with line spacing of 1.5.

ii) The other subheadings viz. Introduction, Proposal, Administrative Comments etc. should also be in bold capital letters and in the font size of 12.

iii) The matter under the subheadings should be in the font size of 12 and should be typed with the line spacing of 1.5.

13. The left and right margin of each page should be standard.

14. All the pages of proposal should be numbered in the right hand corner at the end of each page in the manner "**page X of Y**" where **X** is the running serial number of that particular page and **Y** is the total number of pages of the proposal.

CHECKLIST FOR AGENDA ITEMS/PROPOSAL TO BE PLACED BEFORE GOVERNING BODY, AIIMS, NEW DELHI

Sl. No.	Contents		Remarks, if any
1	Name of the Department/Centre initiating Agenda item/Proposal		
2	Brief of Agenda item/Proposal		
3	Whether Agenda item/proposal is as per the format circulated alongwith the guidelines vide memo. No. Dated	Yes/No	
4	Whether Proposal has the approval of concerned committee viz. Estate Committee/Academic Committee/SFC	Yes/No	
5	Whether Administrative comments/justification of initiation of proposal has been indicated in Agenda item/proposal	Yes/No	
6	Whether Agenda item/proposal is duly signed by the respective Head of Centre/Unit/Department and recommended by the Chief of the Centre, wherever applicable	Yes/No	
7	Whether approval of Director has been obtained and incorporated in the Agenda item/proposal	Yes/No	

FORMAT OF PROPOSAL/NOTE FOR GOVERNING BODY, AIIMS

F.No._____

NOTE FOR GOVERNNINING BODY ON_____

Item No. GB./ /

1. INTORDUCTION

2. PROPOSAL

3. ADMINISTRATIVE COMMENTS

4. WHETHER PROPOSAL HAS THE APPROVAL OF CONCERNED COMMITTEE VIZ. ESTATE COMMITTEE / ACADEMIC COMMITTEE / SFC ETC.

5. APPROVAL SOUGHT

6. This has the approval of Director

(Signature of Head of Centre/Unit/Deptt.)
(Name and Designation with contact No.)