

अखिल भारतीय आयुर्विज्ञान संस्थान
(सामान्य अनुभाग)

फा.सं. 4-1/2026-सामान्य (एसएफसी-232)

दिनांक: 16.09.2026

विषय: दिनांक 09.10.2026 को आयोजित की जाने वाली स्थायी वित्त समिति की 232वीं बैठक के लिए एजेंडा नोट हेतु अनुरोध संबंधी।

इस कार्यालय के दिनांक 25.08.2026 के पत्र फा. सं. 6-1/2026 (सूचना/विविध) के अनुक्रम में, जिसमें परिपत्र जारी करके केंद्रीय संस्थान निकाय/संस्थान निकाय/शासी निकाय/स्थायी वित्त समिति के लिए एजेंडा नोट/प्रस्ताव मांगे गए थे तथा तदनुसार उपर्युक्त विषय पर दिनांक 09.09.2026 के पत्र संख्या के अनुस्मारक के संदर्भ में, यह सूचित किया जाता है कि स्थायी वित्त समिति (एसएफसी) की 232वीं बैठक 09.10.2026 को आयोजित की जा रही है।

2. सभी केंद्र प्रमुखगण/विभागों/अनुभागों/एककों आदि के अध्यक्षगण से अनुरोध किया जाता है कि वे अपने एजेंडा नोट/प्रस्ताव, यदि कोई हो, को निर्धारित स्थायी वित्त समिति प्रारूप (प्रतिलिपि संलग्न) में, सक्षम प्राधिकारी के विधिवत अनुमोदन से, हार्ड कॉपी और सॉफ्ट कॉपी (वर्ड प्रारूप) दोनों में, अधिकतम 3-4 पीपीटी स्लाइड के साथ, दिनांक 25.09.2026 तक प्रस्तुत करें।

3. एजेंडा नोट/प्रस्ताव संबंधित विभाग/अनुभाग से अपेक्षित टिप्पणियाँ प्राप्त करने के बाद ही प्रस्तुत किए जाए। उदाहरण के लिए, पदों के सृजन (संकाय/ एसआर एवं जेआर/गैर-संकाय), वस्तुओं की खरीद आदि से संबंधित प्रस्ताव संबंधित विभाग/अनुभाग, जैसे संकाय प्रकोष्ठ/भर्ती प्रकोष्ठ/शैक्षिक अनुभाग/प्रभारी आचार्य (भंडार)/ईएसडी, के माध्यम से भेजे जाएं।

4. इसके अतिरिक्त, निदेशक और वरिष्ठ वित्त सलाहकार की टिप्पणियों/अनुमोदन की प्रतियां आगामी स्थायी वित्त समिति बैठक में मामले को प्रस्तुत करने हेतु प्रस्ताव के साथ संलग्न की जाएं।

5. विधिवत रूप से अनुमोदित प्रस्ताव की सॉफ्ट कॉपी भी नीचे दिए गए पते aiimsgeneral@gmail.com पर भेजें।


16/09/2026
(राजकुमार)

सहायक प्रशासनिक अधिकारी

वितरण:

1. सभी केंद्रों के प्रमुखगण।
2. सभी विभागों/अनुभागों/एककों आदि के अध्यक्षगण।
3. प्रभारी आचार्य, कंप्यूटर सुविधा- इसे एम्स की वेबसाइट पर अपलोड करने के अनुरोध सहित।

प्रतिलिपि:

1. निदेशक/संकायाध्यक्ष/चिकित्सा अधीक्षक के प्रधान निजी सचिव।
2. अपर निदेशक (प्रशासन) के प्रधान निजी सचिव, वरिष्ठ वित्त सलाहकार/उप-सचिव/मुख्य प्रशासनिक अधिकारी/अधीक्षण अभियंता के निजी सचिव

E-2675543
16/09/26

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(GENERAL SECTION)

No.F.4-1/2026-Genl. (SFC-232)

Dated: 16.09.2026

Subject: Request for Agenda Notes for the 232nd Meeting of the Standing Finance Committee is scheduled to be held on 09.10.2026.

In continuation of office's earlier letter No. F. 6-1/2026 (Notif./Misc.) dated 25.08.2026 regarding seeking Agenda Notes/Proposals for CIB/IB/GB/SFC through the floating circular and consequent reminder of even number dated 09.09.2026 on the subject cited above, it is informed that the 232nd Meeting of the Standing Finance Committee (SFC) is scheduled to be held on 09.10.2026.

2. All Chief of Centres/Heads of Departments/Sections/Units, etc. are requested to submit **Agenda Notes/Proposals**, if any, in the prescribed SFC format (copy enclosed) duly approved by the Competent Authority, in both **Hard Copy and Soft Copy (Word format)**, along with a maximum of **3-4 PPT slides** for your respective agenda items **latest by 25.09.2026.**
3. The **Agenda Notes/Proposals** should be submitted only after obtaining the requisite comments of the concerned Department/Section to which the matter pertains. For example, proposals relating to **creation of posts (Faculty/SR & JR/Non-Faculty), procurement of items, etc.** should be routed through the concerned Department/Section, such as the **Faculty Cell/Recruitment Cell/Academic Section/PIC (Store)/E.S.D.,** as applicable.
4. Further, the copies of the **comments/approval of the Director and Sr. F.A.,** may kindly be enclosed with the proposal for placing the matter before the forthcoming SFC meeting.
5. The soft copy of the duly approved proposal may also be sent to the undersigned at aiimsgeneral@gmail.com.

Rk 16/09/2026
(Rajkumar)

Asstt. 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.) PS to Sr.F.A./DS/ CAO/ SE

GUIDELINES FOR PREPARING PROPOSAL/AGENDA ITEM FOR
CONSIDERATION OF STANDING FINANCE COMMITTEE,
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. Centre/Unit/Department concerned should work out financial implications, if any, involved in the proposal and mention the budget allocated in consultation with Finance Branch and should get the proposal concurred by Sr. F. A.
5. Comments of the Sr. F. A. should be incorporated in the proposal under proper heading.
6. All the proposals for creation of post should contain specific recommendations of Academic Committee/Administrative Division.
7. Proposal should clearly indicate the points on which approval of SFC is sought.
8. 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 SFC.
9. A format of the proposal for SFC is annexed herewith for perusal and reference.
10. The proposal on which SFC recommend that matters are to be referred to Ministry should be referred to the Ministry by the Centre/Department concerned alongwith Check list through the office of CAO at the earliest or within the time frame as decided by SFC.

11. After the SFC meetings and circulation of minutes approved, the concerned Centre/Department should ensure that action on the decisions of SFC have been taken in a time bound manner after ratification by Governing Body, wherever applicable and action taken report is sent to General Section.
12. It is requested that Chief of Centre, Head of the Deptt., Sr. F.A. and 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 SFC.
13. 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.
14. 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.
15. Thereafter, subject in brief should be mentioned as " NOTE FOR STANDING FINANCE COMMITTEE ON "IN CAPITAL LETTERS"
16. 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, Justification 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.
17. The left and right margin of each page should be standard.
18. 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
STANDING FINANCE COMMITTEE, 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 justification of initiation of proposal has been indicated in Agenda item/proposal	Yes/No	
5	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	
6	Whether financial implications have been worked out and indicated in the Agenda item/proposal alongwith budget allocated	Yes/No	
7	Whether comments of the F. A have been incorporated in the Agenda item/proposal	Yes/No	
8	Whether approval of Director has been obtained and incorporated in the Agenda item/proposal	Yes/No	

FORMAT OF PROPOSAL/NOTE FOR STANDING FINANCE

COMMITTEE, AIIMS

NAME OF CENTRE/UNIT/DEPARTMENT

F.No. _____

NOTE FOR STANDING FINANCE COMMITTEE ON _____

1. INTRODUCTION
2. PROPOSAL
3. JUSTIFICATION
4. REFERENCE OF ANY SIMILAR APPROVED PROPOSALS, if applicable (also attach a copy of that approved proposal)
5. INTERDEPARTMENTAL CONSULTATIONS
6. FINANCIAL IMPLICATIONS (BREAKUP WISE DETAILS) ALONGWITH AVAILABILITY OF BUDGET (PLAN/NON-PLAN)
7. COMMENTS/OBSERVATIONS OF FINANCE DIVISION WITH DUE APPROVAL OF SR. F.A.
8. APPROVAL SOUGHT
9. This has the approval of Director

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