# No. F. 35-48/2025/Coordination Cell/Estt. I ALL INDIA INSTITUTE OF MEDICAL SCIENCES ANSARI NAGAR, NEW DELHI-110029 (CO-ORDINATION CELL)

Dated: 20.08.2025

#### CIRCULAR

## Sub: Reference sent to the Ministry/VIPs/Commission without approval-reg.

It has been observed that replies of references are directly sent to the Ministry/VIPs/Commission by the concerned departments without obtaining prior approval of the Director, AIIMS or any other Competent Authority.

All departments/sections/units are hereby informed that necessary a precaution to be taken while sending replies to the Ministry/VIPs/Commission and also ensure such incidents do not occur in the future.

This is issued with the approval of the Director, AIIMS, New Delhi.

(JYOTI ARORA) ADMINISTRATIVE OFFICER

### **Distribution:**

- 1. The Dean (Academic, Examinations & Research)
- 2. The Medical Superintendent (Main/Dr. RPC)
- 3. All Chief of Centres
- 4. All Head of Departments/Section/Units
- 5. The Sr. Financial Advisor
- 6. The Registrar
- 7. The Professor In-charge (Gen. Admn./Rectt/Faculty/Sanitation/Outsource/Stores)
- 8. The Chief Administrative Officer
- 9. The Chief Security Officer
- 10. All Sr. Administrative Officer/Administrative Officer/Assistant Administrative Officer
- 11. The Professor In-charge (CF) Kindly circulate to above mentioned and upload it on the Institute website.

## Copy meant for information to:

1. Office of Director/Addl. Director (Admin.)/Dy. Secy.