

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

COMPUTER FACILITY

Date: 2nd Aug'23

Subject: Reminder of Corrections/Updation of account information in e-Office/e-Mail

This is in continuation of the earlier letter dated 10th July'23, on the same subject matter, it is to mention that the data from your department has not been received despite request to provide it within 10 working days. In this regard, it is also to mention that the e-Office instance of the AIIMS, New Delhi is to be upgraded from v6.x to V7.x by NIC on 16th Aug'23. Correct and up to date data is essential for this upgradation.

Therefore you are again requested to provide correct and up to date data of your department by 5th Aug'23 in accordance with the guidelines and format attached herewith. (format emailed earlier)

The accounts with incomplete data will be deactivated automatically. The Computer facility will not be responsible for any loss of account / data.

Gupta
Dr. Pooja Gupta 2/8/23
Prof. In-charge, CF

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

COMPUTER FACILITY

Date: 10th July'23

Subject: Corrections/Updatations of account information in e-Office/e-Mail

E-Office/ e-Mail accounts are created as and when request for the same is received. However, the same are not deleted/updated on transfer/relieving (particularly in case of outsource/contractual staff) etc. as the information regarding the same is not received timely. In this scenario, it is felt that the present record of accounts in e-office may not be accurate/up-to-date.

Accordingly, you are requested to provide correct and up-to-date data pertaining to your centre/department/unit/section etc. within 10 working days of receipt of this letter.

For your ready reference, the present list of e-office users of your centre/department/unit/section, as per e-office record is attached herewith. A few additional columns have been added in the list as the information needs to be updated in e-Office.

Note:-

1. If any new employee has joined and is operating a previously issued designation based ID then he/she needs to fill the e-office form available at "aiims.edu" or attached for your ready reference.
2. If any new employee has joined (NOT shown in attached sheet), he/she needs to fill the e-office form available at "aiims.edu" or attached for your ready reference.
3. The request "to transfer the existing data (e-files/e-receipts) in the current e-office IDs to the updated e-office IDs" must be mentioned in the remarks column, if applicable.
4. Special attention to be paid to mention "End of Tenure" in case of non-regular employees.
5. Please check/update the existing columns and fill the details in additional columns. In case of any update, make it BOLD.
6. An excel sheet has also been shared on official e-Mail IDs to update the records. The same can be reverted back to the sender e-Mail ID after Updation.

D Gupta
10/7/23
Dr. Pooja Gupta

Prof. In-charge, CF

Organisation Unit	Employee Name	Date of Birth	Designation	E-mail	Mobile	Employee Id	Date of Retirement/End of Tenure	Status	Remarks (if any)
						For Reg. Employees mention Employee ID and in case of others, contract/outsource/deputation etc. may be mentioned.	Mention Date of retirement for regular employees and date of "end of tenure" for others	Mention still working in the department/transferred/retired /end of tenure /repatriated /death/suspended etc.	
Already shared via e-Office and e-Mail					Needs to be provided by the department				