

**ALL INDIA INSTITUTE F MEDICAL SCIENCES**  
**FACULTY CELL**

No. F. AO(FC)/2020-Estt. (FC)

Ansari Nagar, New Delhi-110029  
Dated the 21<sup>st</sup> October, 2022

**MEMORANDUM**

Subject:- Submission of dak/receipts through e-receipt/online mode.

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At the Institute, it has been decided that all the correspondence for seeking approval of the higher authorities are submitted online mode only. The Faculty Cell has also started the process for submitting the files through online mode to the higher authorities. For smooth functioning, all concerned are requested to submit all receipts/dak only through e-office online mode (in pdf format) at [ao.fac@aiims.gov.in](mailto:ao.fac@aiims.gov.in) (e-office ID) and [facultycell.aiims@gmail.com](mailto:facultycell.aiims@gmail.com) (email ID). It is therefore requested to kindly adopt the process of submission of receipts/dak through online mode only. Receipt/dak submitted in physical form will not be accepted on or after 31.10.2022.

This issues with the approval of the competent authority.

  
B.S. Gill

Sr. Admn. Officer

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1. The PPS to the Director, AIIMS, New Delhi
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3. The Faculty-Incharge, Computer Facility – with request to upload on Institute website.