



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences Raipur (Chhattisgarh)
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)
G. E. Road, Tatibandh, Raipur-492 099 (CG)
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Raipur, Date: 02/09/2025

CIRCULAR

It has been observed that several official orders, circulars, directives and crucial information intended for the employees of the Institute, as well as vital details for the public and patient awareness, have not been consistently updated on the AIIMS Raipur website. Regularly updating this information will not only keep the staff well-informed but also make it more convenient for the public and patients to access hospital services.

In light of this, all HoDs, Faculties In-charge, Faculty Members and Officers of AIIMS Raipur are requested to forward information important for the knowledge of Institute employees, as well as details essential for public and patient awareness, to the IT Department for timely updates on the website, with a copy to the office of DD(A). Furthermore, it is imperative to ensure that the information pertaining to your department(s)/section(s) is accurate and up to date on the . Regular updates will reflect the growth and progress of both your department/section and the Institute as a whole. Some examples:

- Changes to OPD timings
- Introduction of new clinical and diagnostic facilities
- Patient care-related activities
- New departments/services started
- New faculty members joining who strengthen departments
- Achievements of employees
- Orders, instructions and circulars applicable to all employees
- Academic and research achievements
- General awareness programs conducted
- General information of public interest
- Any other information that needs to be displayed on the website

Please ensure that updating the information for your department/section becomes a routine and priority activity. The IT Department will ensure that all content is reviewed and approved by the Faculty In-charge (IT) prior to being uploaded to the website.

This issued with the approval of the competent authority.

Rm 02/09/2025
(वरिष्ठ प्रशासनिक अधिकारी)

एम्स, रायपुर
(Senior Administrative Officer)
AIIMS, Raipur

Copy for information to:

1. Executive Director and CEO, AIIMS Raipur.
2. All Deans, AIIMS Raipur
3. Deputy Director (Administration), AIIMS Raipur.
4. Medical Superintendent, AIIMS Raipur
5. All HsOD/ Faculties In-charge/Faculty Members, AIIMS Raipur.
6. All Officer, AIIMS Raipur
7. Faculty In-Charge, IT, AIIMS Raipur for necessary action please.
8. Office copy.