



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
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No. 23246/3-10/5/2026-SAO/2176

Date: 01.06.2026

Circular

Subject: Mandatory compliance with guidelines for use of the e-Office.

In order to ensure proper implementation and uniform usage of the e-Office at AIIMS Raipur, all officers, faculty members and staffs are hereby directed to strictly adhere to the guidelines given below:

1. All official files and correspondences shall be processed only through e-Office, unless otherwise permitted.
2. Files must be created with a clear and specific subject and processed strictly as per the prescribed hierarchy.
3. Notes shall be factual and rule-based with necessary remarks. Files shall be disposed of promptly and pendency should be avoided.
4. It is mandatory to digitize the records of physical files/note sheets and the same shall be attached to the ToC/receipts of the concerned file.
5. On issuance of any Office orders/reports/Memorandum or any replies, a copy of the same must be attached on the **References/ToC/Receipts** of the concerned file for proper record.
6. Creation of part files may kindly be avoided as far as possible. In such cases, the part file must be mandatorily merged with or added to the Table of Contents (ToC)/Receipts/references of the main file immediately after completion of the purpose.
7. It shall be ensured that **only one main file** is maintained for each personnel. Any part or duplicate file(s) shall be closed and all noting/matters contained of part or duplicate file(s) shall be attached on the receipts of the **main file** for record or future references.

8. All concerned should submit their request in the form of e-receipt only, not e-file. The HoD/In-charge will submit their recommendation in e-receipt and forward them to the concerned Office. The concerned Office will process the file in e-office through personal e-file of the respective employee.
9. After completion of the intended purpose/action, the e-Office file must be marked to the concerned HoD/In-charge for final "Seen", wherever it's necessary.
10. Login credentials shall not be shared and confidentiality shall be maintained at all times.

This is issued with the approval of Competent Authority.

Bm 01.06.2026

Senior Administrative Officer
AIIMS Raipur

Copy to:

1. Executive Director & CEO, AIIMS Raipur
2. Deputy Director (Admin.), AIIMS Raipur
3. All Deans & HoDs, AIIMS Raipur
4. All concerned faculty, officers & staffs of AIIMS Raipur
5. Office Copy.