



अनुसंधान अनुभाग (Research Section)
अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
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CIRCULAR

All Principal Investigators (PIs) of Intramural and Extramural research projects are suggested to adhere to the following guidelines and procedural notes for the submission, routing, and communication of project-related files:

1. All PIs are requested to upload all project-related documents in e-file format, ensuring that a Table of Contents (TOC) is included.
2. PI to refer Office Order No. Dir/F.No. 66/2024/26848; Dated 23/04/2024; as attached and route the file through proper channel. Attached as Annexure I.
3. After due approval, the e-file shall be returned to the respective PI.
4. Any further communication (e.g., approvals, forwarding, and communication) should be via the same e-file originally generated by the PI.
5. No communication regarding projects shall be accepted via e-receipt under any circumstances.
6. A separate e-file must be created for each project.
7. Please do not generate multiple files for the same project except for procurement or recruitment purposes. In such cases, give reference to the original e-file number.
8. For all funded projects, PI should submit an undertaking as attached in Annexure 2.
9. All formal documents such as Endorsements/MoUs/Clinical Trial Agreements (CTAs)/ Memorandum of Agreement (MoAs), and Codal formalities must be routed through the Institute Research Cell and all PIs to submit a hard copy of the e-File correspondence along with their requests for processing.

All PIs are requested to strictly adhere with the above instructions to ensure smooth and timely processing of research-related matters.

Abhiruchi Galhotra
21/05/25..
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