



अनुसंधान अनुभाग (Research Section)
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OW/IRC/AIIMS-RPR/Email/2025/ 4245

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CIRCULAR

It is hereby informed that Principal Investigators (PIs) of all Intramural and Extramural Research Projects must submit the following documents for timely processing of salary of project staff through e-file. Submission of complete documents is essential to avoid delays in salary disbursement.

1. IEC and IRC final approvals of the project.
2. Sanction order from the funding agency in case of Extramural projects; and in case of Intramural projects, sanction order/approval from the competent authority, AIIMS Raipur.
3. Budget break-up of the sanctioned fund.
4. Joining form of the employee and the appointment letter.
5. Attendance sheet for the respective month in case of salary payment, clearly mentioning the project title, name of the employee, month, and signature & seal of the PI.
6. Kindly process salary of project staff every month.

All the above mentioned documents separately are to be placed in the TOC part of the e-file.

All PIs are requested to ensure strict compliance to facilitate timely processing of project related salary requests.

Dean (Research)
AIIMS Raipur

Ashinchi
12/12/2025
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