



No.Admin/SAO/AIIMS/2026/3387

Raipur, Date: 21.09.2026

CIRCULAR

Subject: Timely Disposal and Monitoring of e-Office Files – Reg.

It is hereby instructed that all HoDs, Faculty Members, Nursing Faculty Members, Officers and Dealing Staff shall ensure timely processing and disposal of e-Office files for smooth administrative functioning, transparency, accountability and effective resolution of pending matters. All concerned Officers / Dealing Staff shall not retain any e-Office file for more than **Three (03) working days** after its receipt in their respective e-Office IDs. Similarly, files forwarded to HoDs / Section Heads, Forwarding and Recommending Authorities shall not be retained for more than **Five (05) working days**.

In case any e-Office file is retained beyond the prescribed timeline, the concerned Dealing Staff, Forwarding Officer or Recommending Authority will be required to record appropriate reasons/clarification for the delay. All concerned are requested to accord due priority to e-Office files and ensure prompt action within the stipulated timelines, thereby minimizing pendency and enhancing administrative efficiency.

This issues with the approval of the Competent Authority.

Sam 21.09.2026

**Senior Administrative Officer
AIIMS Raipur**

Copy to:

1. Executive Director & CEO, AIIMS Raipur.
2. All Deans and Associate Deans, AIIMS Raipur.
3. Medical Superintendent, AIIMS Raipur.
4. Dy. Director (Admin.), AIIMS Raipur.
5. All HoD's and Faculty Members, AIIMS Raipur.
6. Professor cum Principal, College of Nursing, AIIMS Raipur.
7. All Officers, AIIMS Raipur.
8. All Staff, AIIMS Raipur.
9. IT Cell, AIIMS Raipur for uploading on website.
10. Guard File.



पौधेंलगायें,
पर्यावरणबचायें
पौधेंलगायें,
पर्यावरणबचायें

