



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,  
HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA**

**अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर  
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच.एम.आर.), तेलंगाना - 508126, भारत**

संख्या/No. AIIMS/BBN/DDA/2024/ 168

दिनांक/Date : 9<sup>th</sup> July, 2024

**परिपत्र/ Circular**

**Sub: Migration of Office Procedures and File Processing to e-Office reg:**

AIIMS Bibinagar had officially launched the e-Office on the first foundation day on 8th April 2024 and all requirements for going live have been completed now. The office procedures and file movement in the Institute shall be completely migrated to e-Office and towards piloting the same it is informed that all offices in the admin areas including the offices of DDA, FA and SE has to initiate files only through the e-Office, starting from 15<sup>th</sup> July, 2024.

Accordingly all the files that will be initiated from the above offices from 15<sup>th</sup> July, 2024 onwards should be done only through e-Office. However the files initiated in hard copy prior to 15<sup>th</sup> July shall continue in the same mode till it is closed or till the entire file content is scanned and moved to e-Office.

The files initiating from the academic units and hospital will follow the same once VPN's are procured for all. The dates for the same shall be intimated accordingly.

This is issued with the approval of the competent authority.



(डॉ बिपिन पी वर्गिस / Dr Bipin P. Varghese)  
उप निदेशक (प्रशासन)/Deputy Director (Admin)

**प्रतिलिपि/Copy to :**

1. PA to Executive Director
2. Dean (A)/Dean (R)/Dean(E)
3. MS/FA/SE
4. Faculty I/c Administration
5. Faculty I/c General Admin
6. Accounts Officer
5. Faculty I/C College of Nursing
6. Office Copy.

- for kind information of Executive Director.

- for kind information