



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD

"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"

हैदराबाद मेट्रोपोलिटन क्षेत्र (एच एम आर), तेलंगाना - 508126, भारत

Hyderabad Metropolitan Region (HMR), Telangana - 508126, India

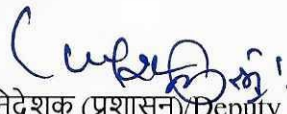
संख्या/File : AIIMS/BBN/DDA/2026/1043

दिनांक/Date: 15 June, 2026

परिपत्र/ Circular

Subject: Mandatory Numbering of Note Sheets and Folio Numbering in files

1. It has been observed that a large number of files submitted by various sections of the Institute do not contain numbered note sheets and folio numbers. The absence of proper page No. and folio No. creates the possibility of inadvertent loss, removal or misplacement of pages, thereby compromising the integrity and traceability of official records.
2. In order to ensure proper record management, transparency and accountability in file handling, the following instructions shall be strictly complied with by all concerned:
 - (a) All note sheets in a file shall be serially numbered before submission.
 - (b) All correspondence and documents placed in the file shall be assigned proper folio numbers in reverse chronological order.
 - (c) The dealing assistant/official concerned shall ensure that folio numbering is updated whenever any document is added to the file.
 - (d) No file shall be received, processed or entertained in any section unless:
 - (i) Note sheets are duly page-numbered.
 - (ii) All documents contained in the file bear proper folio numbers.
 - (e) The receiving official shall be responsible for returning any file that does not comply with the above instructions.
3. All Heads of Departments, Sections, and Offices are requested to bring these instructions to the notice of all concerned and ensure strict compliance with immediate effect.
4. This issues with the approval of the Competent Authority.


उप निदेशक (प्रशासन)/Deputy Director (Administration)

प्रतिलिपि/Copy to :

1. PA to Executive Director for kind information of ED pls.
2. All Dean(s)
3. Medical Superintendent
4. All HoDs
5. Financial Advisor
6. Principal CON
7. Registrar
8. All Faculty/Non-faculty
9. Admin Officer

