

	ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR HYDERABAD METROPOLITAN REGION (HMR) TELANGANA-508126, INDIA अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर हैदराबादमेट्रोपोलिटनक्षेत्र (एच.एम.आर.), तेलंगाना – 508126, भारत
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परिपत्र/ CIRCULAR

विषय/Subject: Mandatory in-principle approval of Executive Director for all proposals and streamlining of internal file movement in e-Office – Reg.

1. It has been observed by Admin that proposals submitted directly on e-Office are often returned at different stages due to incomplete information, lack of clarity, or absence of supporting rules/documents. This leads to unnecessary correspondence in noting, thus leading to avoidable delays in sanction and sometimes even rendering the entire administrative process of approval as infructuous.
2. In order to streamline this and to ensure clarity and consistency at the proposal stage itself and further to minimize delays in decision-making, all proposals requiring prior administrative approval/financial sanction shall be submitted in writing either as an email or as a hardcopy for obtaining **in-principle approval of the Competent Authority i.e, Executive Director**. Only after obtaining the same, shall the concerned faculty/officer put up the proposal on e-Office for seeking official administrative approval/ financial concurrence.
3. All HoDs and In-charge HoDs /Section Heads to ensure strict compliance of the same.
4. This issues with the approval of the Competent Authority, AIIMS Bibinagar.

Signed by
Shyam Siddharth Rao Patharla
 Date: 21-02-2026 14:22:18

संकाय प्रभारी, प्रशासन/Faculty I/C, Administration

प्रतिलिपि/Copy to:-

1. Executive Director, AIIMS Bibinagar
2. Dean (Academic)/Dean (Research)/Dean (Examination)
3. Medical Superintendent
4. All HoDs and In-charge HoDs /Section Heads
5. Deputy Director (Admin.)
6. Financial Advisor
7. Registrar
8. Accounts Officer/AAO
9. Principal, College of Nursing & CNO, Nursing Supdt. & Asst. Nursing Supdt.
10. IT Cell – To upload in the institute's website under staff circulars
11. Office Copy.