F. No: AIIMS/MG/Admin/DDA/2026/53 Date:03.08.2025

OFFICE ORDER

Sub: Standardization of e-Office Noting Formats - Reg

1. To enhance the administrative efficiency and ensure completeness of information to facilitate decision-making, the introduction of a standard format for preparation of e-Office noting across all clinical, non-clinical, administrative, engineering and other departments/sections/cells of the AIIMS Mangalagiri, is being invoked.

2. It has been observed that office notes are presently initiated in varied formats, resulting at times in incomplete proposals, repeated references for clarification, delays in decision-making and difficulties in audit trail and record management. Accordingly, a broad and logical template is hereby prescribed for preparation in e-Office.

3. The following indicative structure shall be adopted while initiating proposals/files:

3.1. General Information/Background/Introduction

3.1.1 Brief backdrop and context of the proposal.
3.1.2 Reference to previous approvals, file numbers, committee recommendations, if any.
3.1.3 Existing arrangements/current status.

3.2. Proposal

3.2.1 Clear statement of the proposal.
3.2.2 Scope of work/technical specifications.
3.2.3 Target beneficiaries/Stakeholders

3.3. Detailed Justification

3.3.1 Operational, clinical, academic, administrative or institutional necessity.
3.3.2 Supporting statistical/data-based evidence, wherever applicable.
3.3.3 Compliance with applicable rules, guidelines, standards or regulatory provisions.
3.3.4 Implementation plan and timelines.

3.4. Financial Implications

3.4.1 Detailed cost estimates, including Capital Expenditure and Recurring Expenditure.
3.4.2 Availability of budget under the relevant head of account.
3.4.3 Basis of cost estimation, such as GeM rates, budgetary quotation, previous purchase orders, CPWD/standard schedules, market survey, etc.

3.5. Advantages

3.5.1 Expected institutional benefits.
3.5.2 Cost-benefit analysis, wherever applicable.
3.5.3 Improvement in patient care, academics, research, efficiency or revenue generation.

3.6. Recommendations

3.6.1 Alternatives examined and reasons for their non-selection.
3.6.2 Risks involved and mitigation measures.

3.7. Approval Sought

3.7.1 Specific and clear approval required from the Competent Authority.

4. The above format is intended to serve as a guiding template and shall be construed as a mandatory format. However, departments may suitably adapt the structure depending upon the nature, complexity and urgency of the matter. However, for major procurements, infrastructure projects, conferences, workshops, policy matters and high-value proposals, comprehensive inclusion of relevant details is strongly advised.

5. All Heads of Departments, Faculty Members, Employees and Section Heads are requested to ensure adherence to the above guidelines with immediate effect so as to promote uniformity, transparency, efficient file processing and better institutional record management.

This issues with the approval of the Competent Authority.

THUMMA SHASHIKANTH

Digitally signed by THUMMA SHASHIKANTH
Date: 2026.08.03 16:24:18 +05'30'

(Col Shashikanth Thumma)
Deputy Director (Admin.)

To:

1. All HoDs/Section Heads, AIIMS Mangalagiri.

Copy To:

1. PS to Director, AIIMS Mangalagiri for kind information to Director please.
2. All Deans/MS/Principal/FA/EE/AO, AIIMS Mangalagiri.
3. IT Cell, AIIMS Mangalagiri.
4. Teamaiimsmangalagiri