



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110

All India Institute of Medical Sciences, Rajkot, Gujarat 360110

A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/Circular2024-25/7163

Dt: 15-12-2024

CIRCULAR ..07.. /2024

Subject: Implementation of Uniform Attendance Proforma Across All Departments

To ensure uniformity and efficiency in the submission of attendance data to the Establishment Department, a standardized attendance proforma has been approved by the competent authority and attached herewith.

This initiative addresses the challenges faced by the Establishment Department due to varied formats of attendance submissions, such as increased complexity in data consolidation and potential inaccuracies.

Action Points for All Departments:

1. The attached uniform attendance proforma is to be used by all departments for recording and submitting attendance data.
2. Effective immediately, no other attendance formats will be accepted by the Establishment Department.

Your cooperation in adopting and implementing this standardized proforma is highly appreciated. *W.e.f Jan 2025.*



Kuldeep

Dr. Kuldeep G. B.
Off. Deputy Director (Admin)

AIIMS - Rajkot
कार्यवाहक उप निदेशक (प्रसा.)
Offg Deputy Director (Admin.)
एम्स राजकोट - ३६० ००१, गुजरात.
AIIMS Rajkot - 360 001. Gujarat.

Copy to:

1. Executive Director, AIIMS – Rajkot.
2. Dean (Academics) Office, AIIMS – Rajkot.
3. M.S. Office, AIIMS – Rajkot.
4. All concerned departments, AIIMS – Rajkot.
5. In-Charge IT Cell for uploading the same on the AIIMS Website.
6. Office File



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AIIMS/Rajkot/(Department)/Attendance/2024-25/

Date: / /

Attendance for the Month of _____ for
Department of _____

To,
The Executive Director
All India Institute of Medical Science
Rajkot

Total Number of Faculty/SNO/NO/Non-Faculty/SR/JR/JR-SR(Acad)/Consolidated Pay Staff:

Attendance: from _____ to _____

| Sr. No. | Name | Designation | Date of Joining | Total Payable Days | Remarks |
|---------|------|-------------|-----------------|--------------------|---------|
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(HOD)
(Designation)
(Department)
AIIMS Rajkot