**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE – 06**

SH/LIC/AR/2015-16 21.03.16

**CIRCULAR**

 Sub: Preparation and submission of draft material for Annual Report 2015-16

All Heads of the Departments/Sections are hereby informed to submit material for the Annual Report 2021-22 by **10th December, 2021**, covering the period from 1st April to 30th November 2021. The facts and figures from 1st December 2020 to 31st March 2022 will have to be updated on a later date.

1. The material should be accompanied by a brief description of major events taken place under the aegis of the concerned Department/Section during the period.
2. Care must be taken to eliminate errors and incomplete information in the content, and the **Heads of the Departments/Sections should not submit the report without proper vetting and verification of data**. Subsequent requests for incorporations and corrections will not be entertained.
3. The material should be strictly **adhered to the format** enclosed and unwanted and irrelevant information like mere attendance of an event, and description of the routine activities carried by the individuals should be avoided.
4. The preparation of the Annual Report is a time-bound process, and this time onwards, we have to submit the report to the Ministry in two phases, both in English and Hindi. Hence, no further extension will be given in the submission of the material.
5. A soft copy of the material along with relevant photos in image format should be emailed to aiishreports@gmail.com.
6. Relevant photos in image format should be

A soft copy of the material along with emailed to directoraiish@gmail.com with a copy to aiishreports@gmail.com.

Please be noted that no further extension will be given in the submission of the material. Also, the concerned Heads should not send report without vetting

 Director