**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**SH/LIC/2018-19 28.02.19**

**CIRCULAR**

The Institute is in the process of developing an Online Activity Reporting System for reporting and maintaining the Institute activities and processes. The draft input forms designed in this regard based on the Monthly Reports have been emailed to all the Departments/Sections from lio@aiishmysore.in. The Heads of the Departments/ Sections are hereby informed to go through their respective form, make necessary modifications by incorporating additional activities and processes, if any, and send the revised form by return mail with a copy to directoraiish@gmail.com latest by **7th March 2019**.

**Director**

Copy to:

1. Heads of the Departments & Sections
2. O/c