

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110029
MEDIA CELL

Date: 13th April 2026

Subject: Guidelines for Content Display on LED Screens at AIIMS, New Delhi

Dear all,

Referring to the letter dated 16th September 2025, this is to inform that the LED display screens installed at various locations within AIIMS, New Delhi are being managed by the Media Cell for all content display purposes.

As per the previous notice, all requests for digital display must be routed through the Director's Office and submitted at least 7 days in advance of the intended display date. It has been observed in recent months that requests are being submitted at very short notice, sometimes just a few hours prior to display, and in certain cases pertain to content not related to scientific or academic activities.

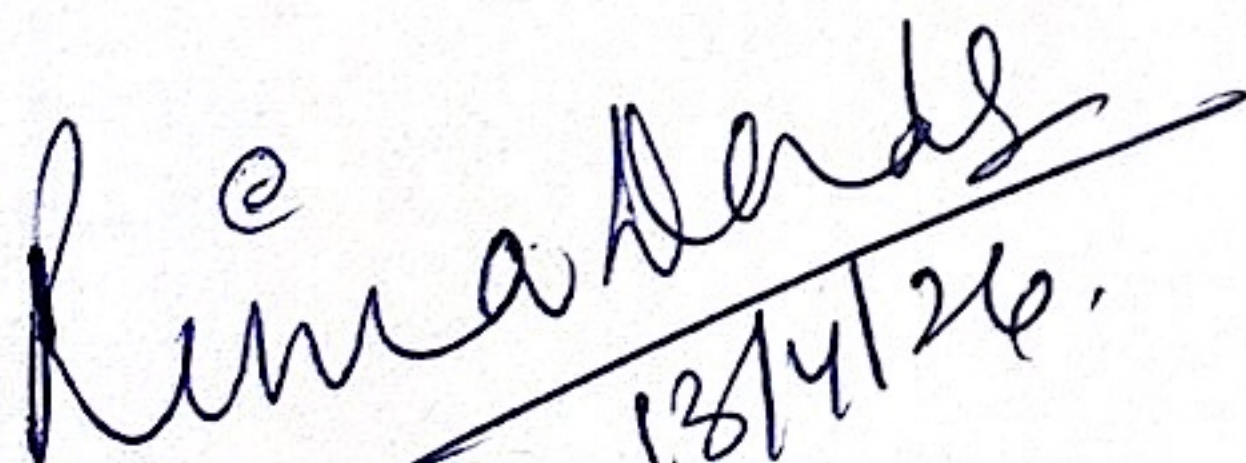
In view of the above, it is reiterated that all such proposals must be routed through the Director's Office only, and content shall be uploaded strictly after obtaining due approval.

All departments and units are requested to adhere to the following guidelines for displaying content on these screens.

Approval Process:

1. All proposals for content to be displayed on the LED screens must first be routed through and approved by the Director's Office.
2. Once approval is granted, the content should be forwarded to the Media Cell at mediacell@aiims.gov.in for uploading and display.
3. To ensure timely processing, please submit the final digital data to the Media Cell at least **7 days prior** to the intended display date.
4. **Permitted content category:** Scientific and Academic Events only.

Your cooperation in adhering to this timeline will ensure smooth operations and timely dissemination of approved content.


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PIC – Media Cell

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