

Office of the Deputy Secretary
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi – 110 029

Dated: November 24, 2022


M E M O R A N D U M

Subject:- Action Taken Report on the various orders/instructions issued by the Director, AIIMS, New Delhi – regarding.

Various orders/instructions pertaining to different issues have been issued by the Director, AIIMS, New Delhi for smooth functioning of this Institute. Enclosed please find a gist of instructions/orders issued till 31.10.2022 with authorities/agencies responsible indicated therein, against each issue.

I am directed to request all concerned to submit an Action Taken Report within a period of 7 days so as to review the progress.

CSO and the SE may submit updates on the ATR already furnished.


(Dr. R. Gopinath)
Deputy Secretary

Encls:- As stated above.

DISTRIBUTION:- 1) As per attached enclosure.
2) The Chief Security Officer
3) The Superintending Engineer

Copy for information to:- The P.A. to the Director, AIIMS.

IMPLEMENTATION OF THE VARIOUS ORDERS PASSED BY THE DIRECTOR

Sl. No.	Order/OM No.	Date of OM	Subject	Authority/Agency to implement the orders
1.	---	24.09.2022	Implementation of e-Office	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, CSO, Sr. Stores Officers.
2	F.40-30/2022-Estt.(DO)	04.10.2022		
3	---	28.09.2022	NAABH Accreditation for AIIMS, ND	Dr. Angel R. Singh
4	---	28.09.2022	Punctuality in Attendance	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, CSO, Sr. Stores Officers.
5	---	29.09.2022	Implementation of e-prescription in EHS OPD	M.S., Officer-In-Charge, EHS.
6	---	30.09.2022	Streamlining the flow of patients into New RAK OPD	PICF, Faculty-in-charge, new RAK OPD, NIC, Dr. Angel R. Singh, PIC (Tpt), All Chiefs of Centres/HODs
7	F.20-44/2013(Committee)/ Estt.I	30.09.2022	Contractual staff to remain on seats during office hours	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, Sr. Stores Officers.
8	254/Screening OPD/2022-23	30.09.2022	Revised timing of patient registration in OPD at Dr. BRA-IRCH, AIIMS	Chief, Dr. BRA-IRCH.
9	F.40-44/2013 (Committee)/ Estt.I	03.10.2022	Use of mobile phones by outsourced staff working at OPD registration counters.	MS, All Chiefs of Centres, PIC-OPD
10	F.20-44/2013(Committee)/ Estt.I	03.10.2022	Provision of a.Additional Battery Powered Buses for internal transport within AIIMS	DS, PIC (Tpt)
11	---	04.10.2022	Minutes of the meeting held under the Chairmanship of the Director, aims on 4 th October, 2022 at 02.00 p.m. in Ramalingaswami Board Room to streamline traffic move ments and work flows in Main OT.	O/C-OT, O/C-EHS, PIC (CF), Storekeeper (Linen), DGM (Cafe), DNS (Main OT), all HoDs of OT User Department,
12	F.40-30/2022-Estt.I(DO)	06.10.2022	Increase the number of OPD/Ward MRI appointments and procurement of MRI equipment and manpower	HoD – NMR/Radiodiagnosis and Dr. M.V. Padma

				Srivastava, Chief, NSC
13	F.40-30/2022-Estt.I(DO)	06.10.2022	Shifting of two laboratories of the Dept. of Gastro & HNU from Old OT Block to 5 th Floor, Old RAK OPD Block.	HoD, Gastroenterology
14	F.40-30/2022-Estt.I(DO)	06.10.2022	Taking over the area vacated by the Depts. Of Nephrology and Endo & Metab. for extension of Endoscopy Theatre.	HoD, Gastroenterology
15	F.26/Casualty/2022-Estt (H)	07.10.2022	Decisions to improve the functioning of Emergency services at AIIMS	MS, HoD (Emergency Medicine), HoD of all Clinical Depts., HoD (Obst & Gynae), Chief – NS Centre, Chief – CT Centre, Sr. Sanitation Officer.
16.	F.40-30/2022-Estt.I(DO)	08.10.2022	NABL Accreditation for all Diagnostic Laboratories of AIKIMS, New Delhi	Dr. Purva Mathur, Prof. of Lab. Med., JPNATC
17	F.40-30/2022-Estt.I(DO)	08.10.2022	Utilization of the Basement situated at AIIMS Hospital	MS, Chiefs – CTNS Centre, Chief – Dr. BRA-IRCH, All HoDs.
18	F.40-30/2022-Estt.I(DO)	08.10.2022	Digitization of Medical Social Services at AIIMS.	MS, PIC (CF), all Chiefs of Centres
19	F.40-30/2022-Estt.I(DO)	08.10.2022	Relocation of the Central Linen Collection area.	MS
20	---	11.10.2022	Minutes of the meeting to discuss the issues related to operationalization of services at Mother & Child Block, AIIMS.	MS, PIC (Rect.), Dr. Anoop Daga (PO).
21	F.40-30/2022-Estt.I(DO)	11.10.2022	Increase in additional dialysis stations and expansion of Centre of Advanced Research in Excellence (CARE) in Neuromodulation and Mental Health.	HoD (Nephrology) & HoD (Psychiatry)
22	F.40-30/2022-Estt.I(DO)	13.10.2022	Registration of patients attending OPD in Surgical Block	PIC (CF), HoD (Surgery), OIC (Procurement), PO (Surgical Block).
23	F.40-30/2022-Estt.I(DO)	13.10.2022	Optimum Utilization of Data Entry Operators posted in Non-Administrative Offices.	PIC (Rect), All Chiefs of Centres/HoDs/Sections/Units.
24	F.40-30/2022-Estt.I(DO)	13.10.2022	Launch of Special Swachhata Campaign 2.0 for Cleanliness in AIIMS, New Delhi	All Deans, MS, all Chiefs of Centres/HoDs/Sections/Units, Sr. Sanitation Officer.
25	F.40-30/2022-Estt.I(DO)	14.10.2022	Demonstration of all the modules of eHospital on 17 th October, 2022 in Dr. V. Ramalingaswami Board Room.	PIC (CF)
26	F.40-30/2022-Estt.I(DO)	14.10.2022	Allocation of additional/alternate areas to various departments for patient care services	HoD (Geriatrics), HoD (Medicine), HoD (Padiatrics), PO (NCA), Chief (CTC), Chief (NSC), Dr. Vikas H.
27	F.40-30/2022-Estt.I(DO)	15.10.2022	Shifting of Inpatient ward (AB-3) and OT services of Dept. of Obst. & Gynae. to Mother & Child Block (MCB) reg.	MS, HoD of Obst & Gynae., HoD (ENT), HoD (Paed. Surgery)

28	F.40-30/2022-Estt.I(DO)	15.10.2022	Implementation of eHRMS of NIC at AIIMS w.e.f. 01.11.2022	PIC (CF)
29	---	17.10.2022	Medical Care arrangements for Hon'ble sitting Members of Parliament in AIIMS.	MS, Chiefs of all Centres/HoDs of all Clinical Depts.
30	F.40-30/2022-Estt.I(DO)	18.10.2022	Make in India exemption	Dr. Neena Malhotra, Prof. of Obst. & Gynae, OIC (Procurement).
31	F.40-30/2022-Estt.I(DO)	20.10.2022	Queue Management by Amrit Pharmacy	DS, M/s HLL Life Care.
32	F.40-30/2022-Estt.I(DO)	20.10.2022	Regarding Streamlining Obstetrics Radiology Services at the AIIMS, New Delhi.	HoD (Obst. & Gynae), HoD (Radiodiagnosis), Dr. Smita Manchanda, Assoc. Prof. of Radiodiagnosis.
33	---	21.10.2022	Improvement of functioning of Emergency services for Gastroenterology patients at AIIMS, New Delhi.	Dean (Acad), MS, Chiefs of all Centres/all HoDs, PIC (Rect), HoD (Gastro.), HoD (Emergency Medicine), Dy. Secretary, Estate Section.
34	F.40-30/2022-Estt.I(DO)	25.10.2022	e-Hospital Implementation for paperless AIIMS Hospital from 01.01.2023.	PIC (CF), Mr. Lalit Bhatia (NIC), Dr. Vikas H. (Hospital Adminn.).
35	F.40-30/2022-Estt.I(DO)	26.10.2022	AIIMS Dashboard for CT Scan & MRI Investigations.	PIC (CF)
36	F.40-30/2022-Estt.I(DO)	27.10.2022	Implementation of Centralized Enterprise RIS & VNA PACS at AIIMS, New Delhi.	MS, Chiefs of all Centres/HoDs of all Departments.
37	F.40-30/2022-Estt.I(DO)	27.10.2022	Provision of nutritional kit to the adopted patients under the Pradhan Mantri TB Mukh Bharat Abhiyan as Ni-kshay Mitra	MS, Chief Dietician.
38	F.40-30/2022-Estt.I(DO)	27.10.2022	Observations during rounds taken by Director, AIIMS	MS, Sr. Sanitation Officer.
39	F.40-30/2022-Estt.I(DO)	28.10.2022	Shifting of Inpatient ward (AB-5) and OT services of Deptt. of Paediatric Surgery to Mother & Child Block (MCB)	MS, HoD (Paed. Surgery)
40	F.40-30/2022-Estt.I(DO)	29.10.2022	Appt. of Professor-In-charge at SET Facility to improve Skill, e-Learning and Telemedicine.	Dr. Ambuj Roy, Prof. of Cardiology, Dr. Vijay Mathur, Professor in CDER, Dr. Rashmi Ramchandran, Dr. Kalpana Luthra.
41	F.40-30/2022-Estt.I(DO)	29.10.2022	Allotment of R.No.2004, 2 nd Floor, Convergence Block to SET Facility and Room No.35A in Academic Section to FD for Audit purpose.	Dr. Ambuj Roy, Prof. of Cardiology and Sr. Financial Adviser.
42	F.40-30/2022-Estt.I(DO)	29.10.2022	Procurement of Orthopaedic Implants at AIIMS	MS, Chief – JPNATC, HoD – Orthopaedics, M/s HLL Life Care, M/s Amrit Pharmacy.
43	F.40-30/2022-Estt.I(DO)	29.10.2022	Installation of CCTV in the Office Complex of the Director, AIIMS, ND.	Office-In-Charge, Procurement.