

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

F. No.20-01/2020 (Misc)/Estt.I

Dated:19.05.2023

OFFICE MEMORANDUM

Subject: Re-Delegation of Power for disposal of various Administrative Matters at AIIMS, New Delhi - reg.

The undersigned is directed to convey the approval of the Director (AIIMS) that the following service matters in respect of Group 'A', 'B' & 'C' category of employees (excluding faculty members) will be disposed off at the level of Chief of Centres/MS (Hospital) in case of Establishment Section (Hospital) and Chief Administrative Officer in case of Establishment (DO) :

1. Re-delegation of power for disposal of Legal Matters.

Nomination of an advocate from the approved panel for handling the cases in Supreme Court of India/High Court/Central Administrative Tribunal/District Court /Consumer Form/Labour Court etc. will be done at the level of Additional Director (Admn.) through Legal Cell. However, the Vakalatnama will be signed the Director (AIIMS) and Affidavit/WS/counter reply will be filed after obtaining the approval of the Director (AIIMS). After the approval of Director (AIIMS) the Counter Affidavit/WS/reply will be signed by the Authorities as given here under:

S. No.	Name of Centre/Hospital	Authority to sign Affidavit / WS / counter reply etc.
1.	Centres/Hospital	Medical Superintendent / Additional Medical Superintendent
2	Academic Section	Registrar
3.	Examination Section	Asstt. Controller Examination
4.	Engineer Service Department	Superintending Engineer
5.	Establishment Section (DO)/Faculty Cell / Rectt. Cell / Estate Section / Estt. Section / SC-ST Cell / ACR-Cell / RTI-Cell / Women Cell / Co-ordination Cell / Grievance Cell]	Chief Administrative Officer
6.	Finance Division	Financial Advisor
7.	Research Section	Associate Dean (Research)/Sr. Admn. Officer (Research)

The payment of legal fees to advocates will be processed by Legal Cell and payment will be made with the approval of Additional Director (Admn).

2. Re-delegation of power for disposal of Pay Fixation matters.

Consequent upon grant of MACP/Promotion of Officers/Employees the proposal, for Pay Fixation are being approved at the level of CAO w.r.t. O.M. No.20-01/2020 (Misc)/Estt.I dated 16.05.2020. It has been decided that henceforth all such proposals of Pay Fixation will be approved at the level of Medical Superintendent (Hospital) in case of Establishment (Hospital) / Additional M.S. in the case of respective Centres and Chief Administrative Officer in the case of Establishment Section (DO).

It will be the responsibility of the Sr. Admn. Officer / Admn. Officers/ Asstt. Administrative Officer of concerned Establishment Section to ensure that pay fixation is proposed as per extant Pay Fixation Rules and prior concurrence of the concerned Accounts Officer nominated by Sr. Financial Advisor for this purpose is obtained and then to submit the proposal for approval of MS (Hospital)/Additional M.S. of Centres/ Chief Administrative Officer as case may be.

3. Re-Delegation of power to issue No Objection Certificate.

The proposal for grant of No Object Certificate (NOC) to pursue various course, through the Distance Learning mode/Open School/Deemed University (not involving Study Leave) are being approved at the level of Dy. Secy w.r.t. O.M. dated 12.04.2021. It has been decided that henceforth all such proposals will be approved at the level of Chief of Centres/Medical Superintendent (Hospital) in case of Establishment (Hospital) and Chief Administrative Officer in the case of Establishment Section (DO).

It will be responsibility of the Sr. Admn. Officer / Admn. Officer/ Asstt. Administrative Officer of concerned Establishment Section to ensure that the applicant fulfills all the conditions /eligibility criteria for issue of No Object Certificate (NOC) for above said courses before the proposal is submitted for approval of Chief of Centers/Medical Superintendent (Hospital) in case of Establishment (Hospital) /Chief Administrative Officer in case of Establishment Section (DO).

4. Re-delegation of power for disposal of Leave (excluding Study Leave) and LTC matters.

The proposal for grant of leave (excluding Study Leave) to Group 'B' & 'C' employees are being approved at the level of CAO w.r.t.O.M. No.20-01/2020 (Misc)/Estt.I dated 16.05.2020, It has been decided that henceforth leaves/LTC will be granted at the level of Chief of Centres/Medical Superintendent (Hospital) in case of Establishment (Hospital) and Chief Administrative Officer in the case of Establishment Section (DO).

It will be responsibility of the Sr. Admn. Officer/ Admn. Officer/ Asstt. Administrative Officer of concerned Centre to ensure that the applicant fulfill all the conditions for grant of Leave due and admissible before submitting the proposal for approval of Chief of Centers/Medical Superintendent (Hospital) in case of Establishment (Hospital)/Chief Administrative Officer in case of Estt.(DO).

5. Re-Delegation of Power to Grant Permission to attend various Seminars/Workshops/Events relating to the professional field.

The proposal for participation in various events within India with or without financial support are being approved at the level of CAO w.r.t. O.M. No.20-01/2020 (Misc)/Estt.I dated 16.05.2020 as per existing guidelines applicable for Faculty members & Non-Faculty members except for visits abroad provided that the application is duly recommended /forwarded by the concerned Chief of Centres/Head of the Departments with following (including ex-post facto):

For an examiner appointed by MCI/DNB/NBE/Medical Colleges & other Institution under Universities established under UGC Act or any other Government Act/Deemed Universities being urgent in nature and confidential work

- (i) To be member of expert of Selection Committees being urgent in nature and confidential work
- (ii) To appear before various courts in official capacity.
- (iii) To inspect various Medical Colleges as per direction/requests of Government /MCI /NBE /UGC/State Medical or Technical Universities.
- (iv) To assist various State agencies, viz. CBI/Police/Crime Branch etc. in connection with medico-legal cases and as per direction of various courts.
- (v) For patient care outside the Institute as per directions of Government/VVIPs or to attend the duty related to disaster, organ retrieval.

- It has been decided that henceforth the proposal for attending the Conference /Workshop /Seminar etc. as mention in guidelines issued vide F.No.14-3/69 (1999)-Estt.I (F. Cell) dated 17th Oct., 2015 will be approved at various levels as given below:

- (a) The permission to attend various Conference/Workshop/Seminars etc. without financial implication and within country will be granted at the level of Chief of Centers/MS (Hospital)/Chief Administrative Officer as case may be.
- (b) The permission to attend various Conference/Workshop/Seminars etc. with financial implication and within country will be granted at the level of Additional Director (Admn).
- (c) The permission to attend various Conference/Workshop/Seminars etc. abroad whether with or without financial implication will be approved at the level of Director (AIIMS)/President (AIIMS) as per existing guidelines.

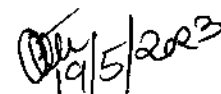
6. Re-delegation of Power for issue of No Objection Certificate (NOC) in the matter for outside Employment/Deputation.

The proposal for grant of No Object Certificate (NOC) in the matter for outside Employment/Deputation are being approved at the level of CAO w.r.t. O.M. No.20-01/2020 Misc) /Estt.I dated 16.05.2020. It may be decided that henceforth all such proposals will be approved at the level of Chief of Centre/Medical Superintendent (Hospital) in case of Establishment (Hospital) and Chief Administrative Officer in the case of Establishment Section (DO).

It will be responsibility of the Sr. Admn. Officer/Admn. Officer/Asstt. Administrative Officer concerned to ensure that the applicant fulfills all the conditions/eligibility criteria for issue of No Object Certificate (NOC) for outside Employment /Deputation before the proposal is submit for approval of the Competent Authority as mentioned above.

This issues with the approval of Director (AIIMS).

Hindi version will follows



(ANITA TETE)

SR. ADMINISTRATIVE OFFICER

Distribution:

1. The Dean (Academic/Research/Exam)
2. All Chief of Centres/Head of the Deptt./Units/Sections
3. The Medical Superintendent (Main Hospital/Dr.R.P.Centre)
4. The Associate Dean(Acad./Research/Exam)/Registrar, AIIMS, New Delhi
5. The Sr. Financial Advisor/Dy. Secretary/SE (ESD), AIIMS, New Delhi
6. All Sr. Admn. Officer/Admn. Officer/Asstt. Admn. Officer-
Hospital/CNC/IRCH/RPC/ACADEMIC/JPNATC /CDER/CRHS Ballabgarh
7. All Accounts Officer-II & III/Hospital/CNC/IRCH/RPC/JPNATC/CDER/CRHS Ballabgarh
8. All Union/Associations of AIIMS, New Delhi
9. The Computer Facility - with a request to upload this on official website of the Institute
10. The Sr. Hindi Officer - with request to provide the Hindi version for the same for uploading on the AIIMS website.

Copy forwarded for information to:

The PPS to Director/PS to AD(A)/CAO, AIIMS, New Delhi