फा.सं. 40-30/2024-स्था.I   25.11.2024

कार्यालय ज्ञापन

विषय: एम्स, नई दिल्ली में 'आकस्मिक कर्मचारी प्रबंधन प्रणाली' को लागू करने संबंधी।

एम्स, नई दिल्ली एक व्यापक उद्यम संसाधन योजना (ईआरपी) समाधान - साहस अर्थात 'सिस्टम फॉर एम्स ह्यूमन रिसोर्सेज़ एंड अकाउंटिंग सर्विसेस' को लागू करने की प्रक्रिया में है - ताकि एम्स कर्मचारियों, पूर्णकालिक छात्रों आदि के लिए संस्थागत वित्तीय प्रबंधन, प्रापण डेटा नियमन तथा मानव संसाधन प्रबंधन की आवश्यकताओं को पूरा किया जा सके। साहस का उपयोग पंजीकृत मानव संसाधनों के लिए एम्स आईटी सिस्टम, पे रोल सिस्टम आदि को सुरक्षित रूप से सुगम बनाने हेतु उपयोगकर्ता डेटा को सत्यापित करने के लिए सत्यता के एकल स्रोत के रूप में भी किया जा रहा है।

हालांकि, यह नोट किया गया है कि नियमित कर्मचारियों के अतिरिक्त, एम्स आकस्मिक कर्मचारियों अर्थात अस्थायी कर्मचारियों को भी नियुक्त करता है, जिन्हें किसी विशिष्ट परियोजना के लिए अथवा सीमित समय के लिए किसी पद पर कार्य करने के लिए नियुक्त किया जाता है। ऐसे स्टाफ सदस्यों को आमतौर पर आउटसोर्सिंग एजेंसियों के माध्यम से अथवा प्रधान अन्वेषक (पीआई) द्वारा उनकी अनुसंधान परियोजनाओं के लिए अथवा सलाहकार आदि के रूप में अल्पकालिक संविदा पर रखा जाता है।

एम्स द्वारा संबंधित आउटसोर्सिंग एजेंसियों को अपने स्वयं का बायोमेट्रिक उपस्थिति सिस्टम स्थापित करने की अनुमति देने के बावजूद, आकस्मिक स्टाफ की उपस्थिति बेमेल होने अथवा संबंधित एजेंसियों द्वारा वेतन के भुगतान में देरी अथवा कुछ स्टाफ द्वारा दो ओवरलैपिंग शिफ्ट में काम करने आदि के बारे में अक्सर शिकायतें प्राप्त होती रहती हैं। साथ ही, कुछ आकस्मिक स्टाफ को ओपीडी पंजीकरण, बिलिंग आदि जैसे विशिष्ट कार्यों के लिए एम्स आईटी सिस्टम तक अस्थायी पहुंच देने की आवश्यकता होती है, जिसके लिए कोई स्वचालित उपयोगकर्ता प्रबंधन प्रणाली नहीं है क्योंकि एक महत्वपूर्ण सूचना बुनियादी ढांचा होने के कारण विभिन्न वेंडर्स के ईआरपी समाधानों के साथ साहस की कोई एकरूपता और अनुकूलता नहीं है। एम्स नई दिल्ली को एम्स आईटी अनुप्रयोगों के साथ डेटा साझा करने के लिए किसी भी सॉफ्टवेयर के लिए बहुत सख्त अनुपालन संबंधी आवश्यकताएं हैं।

उपर्युक्त तथ्यों को ध्यान में रखते हुए तथा साहस को नियमित, अस्थायी एवं आउटसोर्सड दोनों प्रकार के स्टाफ-सदस्यों के लिए सत्यता का एकमात्र स्रोत बनाने के उद्देश्य से यह निर्णय लिया गया है कि साहस प्लेटफॉर्म पर एक अलग मॉड्यूल के रूप में 'आकस्मिक श्रमिक प्रबंधन प्रणाली (सीडब्ल्यूएमएस)' विकसित की जाएगी, जिसकी निम्नलिखित प्रमुख विशेषताएं होंगी:

- **आउटसोर्सड सेवा वेंडर्स प्रबंधन**: आउटसोर्सड सेवा वेंडर्स (ओएसवी) अपने बिल भुगतान के उद्देश्य से पहले से ही साहस पर पंजीकृत हैं। सीडब्ल्यूएमएस के अंतर्गत, इस दायरे का विस्तार ऐसे वेंडर्स के मामले में किया जाएगा, जिनके द्वारा एम्स, नई दिल्ली में कर्मचारीगण उपलब्ध कराए जा रहे हैं, जैसे सुरक्षा, स्वच्छता, कीट नियंत्रण, लिफ्ट ऑपरेटर, अनुरक्षण सेवाएं, खाद्य एवं पेय सेवाएं, कार्यक्षमता सेवाएं (स्थापना/भंडार इंजीनियरिंग विभाग के द्वारा), आदि तक:

- ओएसवी अपने संबंधित स्टाफ को संबंधित स्टाफ के मोबाइल नंबर के साथ ओटीपी सत्यापन के बाद पंजीकृत कर सकें और स्टाफ के पैन से जुड़ी एक यूनिक अस्थायी आईडी (टीआईडी) तैयार कर सकें ताकि उक्त स्टाफ को आईटी सिस्टम एक्सेस, तैनाती आदि के उद्देश्य से एम्स सिस्टम में पहचाना जा सके। पंजीकरण करते समय, सीडब्ल्यूएमएस संबंधित वेंडर को उक्त स्टाफ को दिए जा रहे वेतन, ईएसआई/ईपीएफ अंशदान, कर एवं अन्य कटौती (यदि कोई हो), देय अवकाश आदि का विवरण दर्ज करने की अनुमति भी देनी होगी ताकि यह एम्स के अधिकारियों और स्टाफ को पारदर्शी रूप से दिख सके। ओएसवी की यह जिम्मेदारी होगी कि जैसे ही संबन्धित स्टाफ अपने रोल पर नहीं होंगे, उन्हें सीडब्ल्यूएमएस से अपंजीकृत कर दिया जाए। सीडब्ल्यूएमएस को इस तरह से डिजाइन किया जाएगा कि किसी भी समय एक कर्मचारी को केवल एक वेंडर द्वारा पंजीकृत किया जा सके, ताकि कर्मचारी श्रम कानूनों के अनुसार अपने अनुमेय कार्य घंटों से अधिक काम न करें और एम्स, नई दिल्ली में ओवरलैपिंग शिफ्ट ड्यूटी करने से भी बचें। वेंडर्स द्वारा शोषण से बचने के लिए, सीडब्ल्यूएमएस द्वारा एक कर्मचारी को उसके पैन नंबर को विशिष्ट पहचानकर्ता के रूप में उपयोग करके पंजीकृत करने के लिए केवल एक ओएसवी अनुमति दी जाएगी, लेकिन साथ ही, सीडब्ल्यूएमएस में किसी अन्य ओएसवी के रोल से कर्मचारी का पंजीकरण रद्द कर दिया जाएगा। आउटसोर्स सेवा वेंडर्स (ओ.एस.वी.) अपने संबंधित कर्मचारियों की तैनाती योजना अपलोड करेंगे ताकि ये तैनाती विवरण एम्स के संबंधित क्षेत्र-प्रभारी को सूचना एवं निगरानी हेतु दिखाई दे सकें। सी.डब्ल्यू.एम.एस. में एक लाइव ड्रिल डाउन डैशबोर्ड भी होगा, जो एजेंसी के क्रमानुसार उनके कर्मचारियों की तैनाती एवं उपलब्धता को दिखाएगा।

- आउटसोर्स सेवा वेंडर्स, सी.डब्ल्यू.एम.एस. कार्यान्वयन एजेंसी के माध्यम से एम्स की बायोमेट्रिक उपस्थिति मशीनों से बायोमेट्रिक्स (फिंगरप्रिंट, चेहरे की पहचान आदि सहित) के जरिए अपने संबंधित कर्मचारियों की उपस्थिति को कैप्चर एवं मॉनिटर करने में सक्षम होंगे। एक बार लागू होने के बाद, सी.डब्ल्यू.एम.एस. ही सभी अस्थायी कर्मचारियों की उपस्थिति की गणना का एकमात्र तरीका होगा तथा उनके वेतन की गणना एवं भुगतान, संबंधित एजेंसियों द्वारा उसी के आधार पर किया जाएगा। पर्यवेक्षण अधिकारियों द्वारा उचित सत्यापन के आधार पर बायोमेट्रिक उपस्थिति प्रणाली में अपवादों से निपटने के लिए सी.डब्ल्यू.एम.एस. में एक अनुमोदित वर्कफ़्लो होगा।

- सी.डब्ल्यू.एम.एस. बायोमेट्रिक सिस्टम पर महीने की गणना की गई उपस्थिति के आधार पर, एम्स, नई दिल्ली अगले महीने की 03 तारीख तक संबंधित सेवा प्रदाता को देय बिल राशि का 90% हस्तांतरित करेगा, ताकि वे पिछले कार्यालय ज्ञापन (प्रतिलिपि संलग्न) में निदेशित अनुसार उस महीने की 07 तारीख तक अपने कर्मचारियों को वेतन का भुगतान कर सकें। सेवा प्रदाता की शेष बिल राशि के निपटान, वेतन वितरण, ई.एस.आई./ई.पी.एफ. अंशदान आदि के उचित प्रमाण प्रस्तुत करने के आधार पर किया जाएगा।

- **अनुसंधान परियोजना हेतु स्टाफ-सदस्यों की व्यवस्था:** यह मॉड्यूल संबंधित प्रधान अन्वेषकों को सी.डब्ल्यू.एम.एस. पर अपने अनुसंधान परियोजना के स्टाफ-सदस्यों की उपस्थिति को पंजीकृत करने एवं निगरानी करने का वैसा ही अधिकार प्रदान करेगा, जैसा कि ऊपर वर्णित है। सभी अनुसंधान कर्मचारियों को पारिश्रमिक का भुगतान भी सी.डब्ल्यू.एम.एस. के माध्यम से किया जाएगा। किसी भी बिंदु पर, यदि अनुसंधान अनुभाग अपने स्वयं के अनुसंधान परियोजना प्रबंधन समाधान को लागू करता है, तो यह साहस के साथ इंटरफेस द्वारा जोड़ा जाएगा ताकि यह सुनिश्चित हो सके कि ऊपर वर्णित मुख्य कार्यात्मकताएं विवरण उपलब्ध हैं।

- **आकस्मिक कर्मचारी डैशबोर्ड (सी.डब्ल्यू.डी.):** सी.डब्ल्यू.एम.एस. में एक ऐसा डैशबोर्ड होगा जिसे मोबाइल नंबर आधारित ओ.टी.पी. प्रमाणीकरण के पश्चात् सभी पंजीकृत आकस्मिक कर्मचारियों द्वारा सुरक्षित रूप से देखा जा सकता है। संबंधित आउटसोर्स सेवा वेंडर्स द्वारा सी.डब्ल्यू.एम.एस. में सही जानकारी दर्ज की जा सकेगी ताकि श्रमिक अपने वेतन के भुगतान, ई.एस.आई./ई.पी.एफ. अंशदान की जमा राशि तथा किसी भी अन्य कटौती का विवरण देख सकें। सी.डब्ल्यू.डी. द्वारा अस्थायी कर्मचारियों को वेतन का भुगतान न करने, वेंडर्स द्वारा अवैध कटौती करने आदि के विषय में किसी भी तरह की शिकायत करने की अनुमति दी जाएगी। इन शिकायतों को आउटसोर्स सेवा वेंडर्स अनुबंधों के त्वरित निवारण एवं निगरानी सुनिश्चित करने हेतु एम्स में संबंधित अधिकारियों को सी.डब्ल्यू.एम.एस. पर भेजा जाएगा। यदि आवश्यक हो, तो सी.डब्ल्यू.एम.एस. द्वारा आउटसोर्स सेवा वेंडर्स पर जुर्माना लगाने की भी अनुमति दी जाएगी।

प्रो.एम.श्रीनिवास

निदेशक

वितरण: (इसे अपने नियंत्रणाधीन सभी अधिकारियों में भी परिचालित करने के अनुरोध सहित)

1. संकायाध्यक्ष (शैक्षिक, अनुसंधान, परीक्षा)
2. अपर निदेशक (प्रशासन)
3. चिकित्सा अधीक्षक (एम्स)
4. सभी केंद्र प्रमुखगण/अध्यक्ष, एन.सी.आई., झज्जर
5. सभी विभागाध्यक्षगण
6. वरिष्ठ वित्त सलाहकार
7. निदेशक कार्यालय, मुख्य एवं सभी केन्द्रों के वित्त सलाहकार, वित्त एवं मुख्य लेखा अधिकारी/लेखा अधिकारी
8. प्रभारी-आचार्य/संकाय-प्रभारी, प्रापण/ सभी भण्डार अधिकरी, सहायक भण्डार अधिकारी, भंडारपाल
9. प्रभारी-आचार्य, कंप्यूटर सुविधा

F.No. 40-30/2024-Estt.I   25.11.2024

OFFICE MEMORANDUM

Sub: Implementation of 'Contingent Workforce Management System' at AIIMS New Delhi

AIIMS New Delhi is in the process of implementing a comprehensive enterprise resource planning (ERP) solution - SAHAS i.e. 'System for AIIMS Human Resources & Accounting Services' – for catering to the needs of institutional financial management, procurement data governance & human resource management for AIIMS employees, full time students, etc. SAHAS is also being used as a single source of truth for validating user data for secure access to AIIMS IT systems, pay roll systems, etc. for the enrolled human resources.

However, it is noted, that apart from regular employees, AIIMS also engages contingent workforce i.e. temporary staff who are hired for a specific project or to fill a role for a limited time. Such workforce is usually engaged via outsourcing agencies or on short term contract by Principal Investigators (PIs) for their research projects or as consultants, etc.

Despite AIIMS mandating the respective outsourcing agencies to install their own biometric attendance systems, complaints are often received regarding the mismatch in attendance of the contingent workers or regarding delay in payment of salaries by respective agencies or regarding some workers working two overlapping shifts, etc. Also, some contingent workers are required to be given temporary access to AIIMS IT systems for task specific functions, like OPD registration, billing, etc. for which there is no automated user management system as there is no uniformity & compatibility of SAHAS with different vendors ERP solutions as being a critical information infrastructure, AIIMS New Delhi has very strict compliance requirements for any software to share data with AIIMS IT applications.

Keeping in view the above facts and with a view to make SAHAS a single source of truth for both regular, temporary & outsourced workers, it has been decided that a 'Contingent Worker Management System (CWMS)' shall be developed as a distinct module on the SAHAS platform, with the following key features:

- **Outsourced Services Vendor Management**: The Outsourced Services Vendors (OSV) have already been registered on SAHAS for the purpose of their bill payments. Under CWMS, this scope shall be expanded in case of such vendors wherein human resources
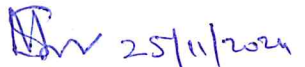
are being provided by them at AIIMS New Delhi viz. Security, Sanitation, Pest Control, Lift Operators, Maintenance Services, Food & Beverage Services, Manpower Services (via establishment / stores engineering department), etc. such that:

- OSVs can register their respective workers after OTP validation with the respective worker's mobile number and generate a unique temporary ID (TID) linked to the workers PAN so that the said worker can be identified in the AIIMS Systems for the purpose of IT systems access, deployment, etc. While enrolling, CWMS shall also allow the respective vendor to enter the details of wages being paid to the said worker, commensurate ESI / EPF contribution, tax & other deductions if any, eligible leaves, etc. so that the same is transparently displayed to the authorities at AIIMS and to the workers. It shall be the responsibility of the OSV to unregister their respective workers from CWMS as soon as they are not on their rolls. CWMS shall be so designed that a worker can be at any point, be registered by only one vendor to avoid the workers exceeding their permissible work hours as per labour laws and to also avoid them performing overlapping shift duties at AIIMS New Delhi. To avoid exploitation by vendors, CWMS shall allow an OSV to register a worker by using his PAN Number as the unique identifier, but shall simultaneously, deregister the worker from the rolls of any other OSV in CWMS.

- OSVs shall upload the deployment plan of their respective workers so that these deployment details are visible to the respective area incharge of AIIMS for information & monitoring. CWMS shall also have a live drill down dashboard showing the deployment and availability of agency wise workers

- OSVs shall be able to capture & monitor the attendance of their respective workers via biometrics (including fingerprint, facial recognition, etc.) from the biometric attendance machines provisioned by AIIMS via the CWMS implementing agency. Once implemented, CWMS shall be the only mode for calculation of attendance of all contingent workers and their wages shall be calculated and paid by the respective agencies' basis the same. There shall be an approved workflow in CWMS for managing exceptions in the biometric attendance system based on appropriate verification by supervising officers.

- Basis the attendance calculated on the CWMS biometric system for the month, AIIMS New Delhi shall transfer 90% of the due bill amount to the respective

service provider by 3rd of the next month, so as to enable them to pay the wages to their workers by 7th of that month as directed in previous OMs. (copy attached). The balance bill amount of the service provider shall be settled basis submission of relevant proofs of wages dispersal, ESI/EPF contributions, etc.

- **Research Project Staff Management**: This module shall empower the respective PIs to register & monitor the attendance of their research staff on CWMS, in a similar manner as detailed above. Payment of emoluments to all research staff shall also be via CWMS. At any point, if the research section implements their own research project management solution, the same shall interface with SAHAS seamlessly to ensure that the core functionalities detailed above are available.

- **Contingent Worker Dashboard (CWD)**: CWMS shall have a dashboard that can be securely viewed by all the registered contingent workers after mobile number-based OTP authentication. The respective OSV shall enter appropriate information in the CWMS to enable the workers to view their details of payment of wages, deposit of ESI / EPF contributions and any other deductions. CWD shall also allow the contingent workers to raise any grievance regarding non-payment of wages, un-lawful deductions by vendors, etc. These grievances shall be forwarded on CWMS to the respective authorities at AIIMS to ensure prompt redressal and monitoring of OSV contracts. CWMS shall also allow imposition of penalty of OSVs if so required.

Prof. M Srinivas
Director

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6. Sr. Financial Advisor
7. FA, F&CAOs / AOs of DO, Main & all Centres
8. PIC / FIC Procurement, All Store Officers, Asst Store Officers, Storekeepers
9. Prof. I/c Computer Facility

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2022-Estt.-I(DO)   Dated: 07th February, 2023

OFFICE MEMORANDUM

Subject: Streamlining of payment of wages to the outsourced staff at AIIMS, New Delhi.

The Undersigned has interacted with the outsourced staff at AIIMS New Delhi, and it is learnt that often salaries are not being paid to outsourced staff (paramedical staff, security personnel, housekeeping, data entry operators etc.) on time and minimum wages, ESI, PF, bonus, etc. are not being credited to the accounts of outsourced staff deployed by various agencies. To streamline the payment of wages to the outsourced staff at AIIMS New Delhi, the following procedure shall be followed henceforth:

1. All the outsourced staff shall register themselves under the Biometric Attendance System. Subsequently, attendance marked in the biometric system shall only be utilised to calculate the salary of outsourced staff.

2. A duty Rota of all the outsourced staff shall be submitted to the concerned reporting officer, who shall verify the presence of concerned outsourced staff as per the Rota.

3. On the 1st day of every month, the biometric attendance data of outsourced staff shall be downloaded by the nodal officer and forwarded to the respective reporting officer of the outsourced staff.

4. The reporting officers shall verify the biometric attendance data and submit a consolidated report which includes (a) name of the employee, (b) designation, (c) number of days in the month, (d) number of weekly offs, (e) number of days absent and (f) number of days payable, etc. This report shall be submitted before 3rd of every month.

5. This report shall be forwarded to the concerned agency before 4th of every month so that the wages of all the outsourced staff members is deposited in their respective savings Bank Accounts, which is mapped to the same Aadhar number of the outsourced staff, before 7th of every month.

6. Beyond 7th of every month, a penalty of Rs. 100/- per outsourced staff per day shall be levied on the outsourced service provider for delay in payment of wages. The said deducted from the total bill of the outsourced service provider and the equivalent amount shall be credited to the accounts of the respective outsourced staff.

7. The agency/vendor/contractor should be made clear that "PAYMENT OF WAGES TO THE WORKERS IS NOT LINKED TO PAYMENT OF THE PENDING BILL(S) BY AIIMS."

8. All the payments to the workers shall be made by the Agency through Bank transactions only on or before 7th day of each month. Cash payment is strictly prohibited.

9. Proper Salary Slip with all the details like Days Present, Off Days, Days Absent, ESI, PF etc. shall be provided to all the outsourced staff. In case of failure to provide payslips, a penalty of Rs 1000/- per outsourced staff for whom the payslip was not issued shall be deducted from the monthly bill of the outsourced service provider.

10. It is instructed that administration shall release the bills of contractors / agencies which are found correct and as per the proforma within 7 days of submission of bills so that the contractors / agencies will be able to pay their staff promptly without any delay for the

next month. In case any discrepancies are found in the bill it shall be intimated immediately to the agency / vendor / contractor. Any bill which is found to be pending for more than 7 days, the concerned administrative / store / security officer shall indicate the reasons for such pendency in writing.

11. It is further instructed that a FIFO model (first in, first out) be adopted for payment of bills as this will prevent any favouritism and ensure the bills are not processed based on preference. The date of receiving of invoice in inward shall be considered as the date of invoice for the FIFO model and under any instance jumping of bill is to be avoided.

12. In case of any discrepancy in payment being credited to the savings accounts of outsourced staff or in case of contractor / agency demanding bribes from the outsourced staff, a proper grievance system should be in place at AIIMS New Delhi to address these concerns. The outsourced staff may be instructed to report such grievances on the official email ID of the undersigned - director@aiims.edu - and each instance shall be noted and closed in a time-bound respective establishment.

This is for immediate compliance.

7/2/2023

(Prof. M Srinivas)
Director

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- Deputy Secretary

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
OFFICE OF DIRECTOR

F. No. 40-30/2022-Estt.I   19-05-2023

OFFICE MEMORANDUM

Sub: Establishment of 'Outsourcing Cell' to streamline engagement of outsourced staff

The undersigned has been interacting with various staff at AIIMS including outsourced staff and it has been noted that sometimes the agencies providing outsourced staff are not engaging them in a transparent manner or are not paying them on timely basis. As the recruitment cell is handling the work related to both regular employees & outsourced staff, it is leading to inadequate monitoring of the functioning of outsourced agencies.

Accordingly, it has been decided to create a dedicated **'Outsourcing Cell'** separate from the Recruitment Cell with Dr. Shah Alam, Prof. of Orthopaedics as Prof. Incharge (Outsourcing), assisted by Dr. Anant Gupta, Asst. Prof. of Hospital Administration. This cell shall be supported in its activities by the existing staff handling outsourcing in recruitment cell and shall share the space with recruitment cell.

The Outsourcing Cell shall be responsible for the following activities with immediate effect:

- Finalization of standard terms & conditions to be included in all tenders under which any sort of manpower is being provided to AIIMS on outsourced basis.
- Finalize a SOP for engagement of outsourced manpower via the outsourcing service provider/s so that the process is visibly fair, transparent & corruption free.
- Examine any requests for new manpower on outsourced basis with a view to rationalize the number of outsourced manpower at AIIMS, New Delhi.
- Manage outsourced manpower currently engaged via recruitment cell.
- Develop a grievance redressal system for the outsourced manpower.
- Monitor the functioning of all outsourcing service providers at AIIMS, New Delhi including the process of engaging the outsourced staff, payment of their wages on timely basis, payment of statutory dues like ESI, EPF, TDS, etc. on regular basis, etc. as per instructions enshrined in OM No.40-30/2022-Estt.-I(DO), Dated: 07th February, 2023 issued by the undersigned.
- Monitor the deployment & operationalization of electronic HRMS systems by all outsourced agencies at their own cost to provide digital salary slips, details of deductions, etc. to all their outsourced staff engaged at AIIMS.
- Develop in collaboration with computer facility a grievance redressal system for all outsourced staff to provide their feedback and complaints regarding their engaging outsourced agency if their wages are not paid on time or fully or in case of any corrupt practices in their engagement, deployment, etc.

However, the functioning of outsourced services like sanitation, security, etc. shall continue under the supervision of their respective incharges with welfare of outsourced staff in such services also being supervised by the outsourcing cell.

19/5/2023

Prof. M Srinivas
Director

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8. Deputy Secretary

F.No. 40-30/2022-Estt.I   07.02.2024

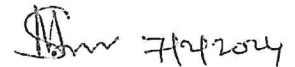### OFFICE ORDER

Sub: Crediting of salary in SBI accounts for all outsourced staff reg.

During the morning interaction with outsourced staff working at AIIMS, it has been highlighted that various outsourced agencies are requiring outsourced staff to open bank accounts in specific banks and crediting their salaries in the said accounts only. This is causing the staff a lot of inconvenience as only State Bank of India branch & ATM's are available in the AIIMS campus and outsourced staff have to often taken leave to visit other bank branches as they are located away from the campus.

To enable quicker and easier access of banking services of all staff working at AIIMS New Delhi, it is hereby directed that salary accounts for all outsourced staff shall be opened only in State Bank of India only. This shall also enable easy audit of transactions in case of any discrepancy or complaints and State Bank of India is the official banking partner for AIIMS New Delhi.

[Action: PIC (Outsourcing Cell) & all Store Officers for onward communication to all agencies providing outsourced manpower to AIIMS under any contract]

Prof. M Srinivas
Director

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'System for AIIMS Human Resources & Accounting Services (SAHAS)'

AIIMS New Delhi has grown exponentially in the past few years and so has the numbers of its workforce, the budgetary allocation & the complexity of the processes. Since inception, AIIMS has been managing the functions related to Human Resource Management, Financial Management & Procurement Management in an offline mode. However, due to the growth in the number of transactions, this sometimes leads to a lack of transparency, financial inefficiency & vigilance related issues.

In line with the good governance practices and aligned with the Digital India Mission, AIIMS New Delhi has contracted 'Centre for Development of Advanced Computing' (C-DAC) to develop & deploy at AIIMS New Delhi a comprehensive Human Resource Management System & Financial Management System. These systems are intended to usher in a new era of transparency, accountability & data analytics driven decision making at AIIMS New Delhi.

SAHAS i.e. 'System for AIIMS Human Resources & Accounting Services' reflects the renewed vigour of AIIMS New Delhi to reform, transform & perform.

SAHAS has 3 major modules:

- **Human Resource Management System**
  - eService Records
  - Transfer & Posting
  - Increment & Pay Fixation
  - DPC & Promotions
  - Leave Management
  - Annual Performance Appraisal Management
  - Attendance Management

- **Financial Management System**
    - o Budget Allocation
    - o Salary Disbursement
    - o Pension Management
    - o IT Assessment
    - o Arrear Payments
    - o Bill Reimbursement
    - o Budget Forecasting

- **Procurement & Engineering Data Governance System**
    - o Price Referencing
    - o Rate Reasonability
    - o Price Estimation
    - o Rate Contract Management
    - o Internal Auditing
    - o Preventive Vigilance
    - o Trend Analysis

This system shall enable AIIMS New Delhi to:
- Provide a PAN number linked unique employee code for all AIIMS employees.
- Digitalize human resource management functionality for all employees
- Electronically allocate & monitor budgetary resources
- Comprehensively manage & audit all financial transactions
- Integrate procurement, engineering & financial management functions, etc.
- Analyse trends & patterns for budget utilization, procurement & engineering analytics, vendor auditing, fraud prevention, etc.

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