

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029  
(ESTABLISHMENT SECTION-DO-I)

05 MAY 2020

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F. No.20-45/2013-Estt.I

Dated: 04.05.2020

## OFFICE MEMORANDUM

Subject: Working arrangement of Women Cell at AIIMS, New Delhi - reg.

The competent authority has decided that the works relating to complaints of women employees as well as sexual harassment cases will henceforth be handled by SC/ST/OBC Cell and this cell is renamed as SC/ST/OBC/Women Cell.

Administrative Officer (SC/ST/OBC/Women Cell) will collate and maintained all the records pertaining to complaints of women employees including reports of (i) Committee for Redressal of Grievances of SC/ST/OBC employees, AIIMS, and (ii) Committee for Addressing Complaint of Sexual Harassment/ Women Grievance Cell, AIIMS, New Delhi for taking follow up action.

Administrative Officer (SC/ST/OBC/Women Cell) will submit files through Sr. Administrative Officer (ACR/EHS/RTI Cell) to Chief Administrative Officer.

This issues with the approval of the Director, AIIMS

Hindi version will follow

(DEO NATH SAH)

CHIEF ADMINISTRATIVE OFFICER

Tele: No. 26594802

1. The Administrative Officer  
SC/ST/OBC/Women Cell  
AIIMS, New Delhi
2. The Sr. Administrative Officer  
ACR/EHS/RTI Cell  
AIIMS, New Delhi

### Copy to:

1. The Chairman/Member Secretary  
Committee for Redressal of Grievances of SC/ST/OBC employees, AIIMS, New Delhi
2. The Chairman/Member Secretary  
Internal committee for Complaints of Sexual Harassment/ Women Grievance, AIIMS, New Delhi.
3. All Dean (Acad/Exam/Research), AIIMS, New Delhi
4. All Chiefs of Centres, AIIMS, New Delhi
5. All Heads of Departments/Units, AIIMS, New Delhi
6. The Medical Superintendent (Main Hospital/Dr. R.P.Centre), AIIMS, New Delhi
7. The Sr. Financial Advisor/Superintending Engineer, AIIMS, New Delhi
8. All controlling officers of various Establishment Sections/Cells/Stores/Accounts Section etc., AIIMS, New Delhi
- ✓ 9. The Computer Facility - with a request to upload the OM on official website of the Institute
10. The Sr. Hindi Officer - with a request to provide the Hindi version of the OM.

### Copy forwarded for information to:

The PPS to Director/PS to MS/DD(A)/CAO/Dy. Secretary.

Mr. Sanyeev Kumar  
Pl. upload

Affix 04.5.2020.

Sh. Aman  
04/05/2020