

No.F.20-10/2018-Ett.I
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ESTABLISHMENT SECTION (DO)

Ansari Nagar, New Delhi -29.
Dated the:-

MEMORANDUM

Subject : - Relieving of Officers/Officials with the approval and formal orders of the competent authority- Instructions thereof.

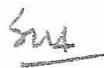
In the recent past, few Instances have come to the notice of the competent authority that some Institute employees have been relieved from the Department/Centre/Section(s) and asked to report to the Recruitment Cell without formal order of the competent authority.

This practice is not valid or desirable and is not conducive for smooth & harmonious working of this Institute.

Where a government servant is required to be transferred in exigency of service, or public interest or for other reasons, same must be communicated to the Recruitment Cell so that due approval is taken and formal transfer/posting orders are issued before relieving of any employee from any Department/Centre/Section.

Accordingly, it is requested that whenever there is any exigency which necessitates transfer of any employee the concerned administrative head may either discuss the matter with competent authority or initiate a note in this regard and relieve the employee only after concurrence/order of the competent authority.

This issues with the approval of Director, AIIMS.


(Dr. Sanjay Kumar Arya)
Chief Administrative Officer (Acting)

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