

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

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

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

Dated:16.05.2020

OFFICE MEMORANDUM

Subject: Disposal of various matters at Chief Administrative Officer level - reg.

The undersigned is directed to convey the approval of the Director that the following service/establishment matters pertaining to all Group 'A', 'B' & 'C' category of employees (excluding faculty members) will henceforth be disposed off at the level of **Chief Administrative Officer**, till further orders :

1. GRANT OF PERMISSION TO PARTICIPATE VARIOUS EVENTS WITHIN INDIA.

Participation in various events within India with or without financial support 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 in respect of the with following (including ex-post facto) permission :

- (i) 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 (As per guidelines for appointment of examiner).
- (ii) To be member of expert of Selection Committees being urgent in nature and confidential work
- (iii) To appear before various courts in official capacity.
- (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.

2. GRANT OF LEAVE

Grant of admissible type of leave up-to the duration of four weeks and Maternity Leave where leave application is duly recommended/forwarded by concerned Chief of Centre/Head of Department (excluding leave with permission to visit abroad)

3. GRANT OF LTC

Grant of LTC and Leave encashment alongwith LTC as per rules.

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4. ALL TYPES OF NO OBJECTION CERTIFICATE

Grant of following No Objection Certificate :

- (i) NOC for Passport/VISA
- (ii) Issue of Employer's Certificate in respect of Kits & kin's based on official records for Passport and Educational/Academic related.
- (iii) Issue of Experience Certificate & N.O.C. for applying posts in other organisation (only for the purpose of applying. If selected, decision for relieving will be in case to case basis by Competent Authority).

5. FIXATION OF PAY/MACP

MACP related matters and pay fixation consequent upon grant of MACP/Promotion.

6. RETIRMENT/PENSION

All proposal related to pension benefit and leave encashment.

7. COMPUTER ADVANCE / HOUSE BUILDING ADVANCE (FOR INSTALLMENT ONLY)

All such type of proposal related to grant of Computer Advance and Installment of House Building Advance (i.e after approval of amount of House Building Advance by the Competent Authority),


(G.R.PILLAI)

ADMINISTRATIVE OFFICER

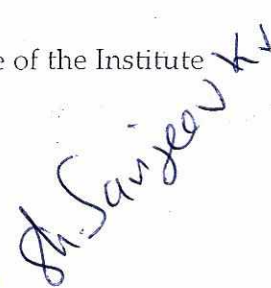
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The PPS to Director/PS to DD(A)/CAO, AIIMS, New Delhi




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