



ENGINEERING SERVICES DEPARTMENT
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029 (INDIA)


F.No.01/ESD/EAC/23-24/01

Dated: 14 JUL 2023

C I R C U L A R


For streamlining and speeding up the Engineering Services Department (ESD) and for undertaking the routine functioning of the Engineering Advisory Committee (EAC) with respect to OM F. No. 20-21/2013/Committee/Estt.I dated 23 June, 2023, the following measures are to be implemented henceforth:

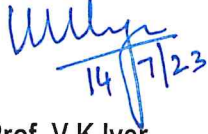
1. All major work to be undertaken by the ESD, including substantial modifications taken up under annual repair and maintenance, will require a letter to the SE, written by faculty in charge, detailing the nature of work required as well as an ESD Requisition Form, duly forwarded by the HOD of the concerned department.
2. Countersignature of requisition form by the Chief of Center or Medical Superintendent to be done where applicable.
3. No forwarding required for renovation of personal allotted house.
4. For external areas, other than routine maintenance or functional improvements, the Chairman of the concerned committee must sign the requisition form. No work will be initiated based on minutes of meeting alone.
5. The ESD shall allot a Requisition Number on the requisition form along with date of receipt. A single sequential register to be maintained for all requisitions received.
6. JE assigned to the work is to contact the user department at the earliest. Date of detailed discussion with user department is to be recorded on the requisition form.
7. The EAC shall meet every fortnight on Wednesday at 4.00 PM in the MS office Conference room or another convenient date within the same week if it falls on a holiday or clashes. The MS is requested to make the necessary arrangements for venue.
8. Agenda note must be circulated to all the EAC members by Saturday prior to EAC meeting, by email.
9. No table agenda file will be taken up in the EAC, additional to the listed agenda items, unless necessitated by exigencies of emergent work.
10. All EAC members attending the meeting shall sign the minutes at the end of the meeting.


Prof. V.K. IYER, M.D.
Professor & Head
Department of Pathology
All India Institute of Medical Sciences
Ansari Nagar, New Delhi - 110029

PTO
14/7/23
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11. Requisition form columns are to be kept updated for progress by the ESD until completed, in physical form. After completion, photocopy to be submitted to MS Office.
12. Computer section is requested to make the requisition form available for download on the AIIMS website
13. Computer section is requested to create an online database system for uploading of completed requisition form.
14. ESD and finance section are requested to expedite timelines for speeding up approval of engineering work. All delays to be evaluated by the EAC for remedial action.

 Prof. V.K. IYER, M.D.
Professor & Head
Department of Pathology
All India Institute of Medical Sciences
Ansari Nagar, New Delhi - 110029


14/7/23
Prof. V K Iyer
Chairman, EAC

Distribution:

1. All members of the EAC
2. PS to Director/AD(A)/Dean (Acad/Research/Exam)/MS/Sr. FA/Dy. Secy., and SE, AIIMS, New Delhi
3. All Chief of Centers/Heads of Deptt./Section/Unit
4. All Faculty members
5. The computer facility – with a request to upload this on official website of the institute
6. The Sr. Hindi Officer – with a request to provide the Hindi version for uploading on the AIIMS website
7. Computer Facility – with a request to create an online system for uploading the data of the Requisition Form

ENGINEERING SERVICES DEPARTMENT
Requisition Form

No.

(To be filled by the ESD)

SHORT TITLE: (To be filled by the ESD) _____
(Submit a letter detailing the required work to the ESD)

Requisitioning Officer/Faculty _____ **Sign** _____

Date of Receipt

(To be filled by the ESD)

HOD (Chairperson if external area)
SIGNATURE AND STAMP

Center Chief if Applicable
SIGNATURE AND STAMP

(Do not write below this line)

Date of End User Dept Briefing _____

Name of JE _____

Date of Estimate Schedule ready _____

Sign of JE _____

Proposal vetting completed date _____

Sign of AE _____

☐ Civil

☐ Electrical

☐ AC

☐ ARM (After ASW/Circle) Date _____

Sign of EE _____

☐ EAC Agenda Ready Date _____

Sign of EE/SE _____

Date of EAC Meeting.

OK ☐

Resubmit ☐

EAC Minutes Final Approval Date _____

Financial Approval Submission date _____

OK ☐

Resubmit ☐

FINANCIAL APPROVAL DATE

ADMIN APPROVAL DATE

TENDER NIT UPLOAD DATE

DATE OF TENDER LOI AWARD

ACTUAL DATE OF STARTING WORK

ACTUAL DATE OF COMPLETION OF WORK

(End user satisfactory letter to be attached)

SIGNATURE OF USER DEPARTMENT AFTER COMPLETION OF WORK