

(Recruitment Cell)

Dated the :

MEMORANDUM

29 MAY 2020

Subject:- Working arrangements for the work of Deputy Secretary at AIIMS, New Delhi.


Consequent upon completion of deputation tenure and repatriation of Shri Dhirendra Verma, Deputy Secretary, the following working arrangement for the post of Deputy Secretary is made, with immediate effect, till further orders:-

1. Procurement work - The Senior Stores Officer (DO) shall put up all procurement files to Deputy Director (Admn.).
2. Transport Department - The Senior Stores Officer (Transport) shall route all files through Professor-Incharge, Transport to Deputy Director (Admn.).
3. Estate Section - the Administrative Officer (Estate) shall put up all files directly to Deputy Director (Admn.).
4. Public Grievance, Parliament Cell & Coordination Cell - The Administrative Officer, Public Grievance, Parliament Cell and Coordination Cell shall route all files through Chief Administrative Officer to Deputy Director (Admn.).
5. General Section - The Administrative Officer, General Section shall route all files through Chief Administrative Officer to Deputy Director (Admn.).
6. Legal Cell - - The Administrative Officer, Legal Cell shall route all files through Chief Administrative Officer Secretary to Deputy Director (Admn.).
7. AIIMS Cafeteria - The Senior Stores Officer (DO)/Member Secretary shall put up all files to Deputy Director (Admn.).
8. Computer Facility - All files to be put up to the Deputy Director (Admn.) through Professor-Incharge, Computer Facility.
9. Raj Bhasha Adhikari, Hindi Section - The Sr. Financial Advisor will act as Raj Bhasha Adhikari. The Sr. Hindi Officer shall route all files through Sr. Financial Advisor to Deputy Director (Admn.).

All concern officials are requested to kindly take note of above working arrangements for compliance.

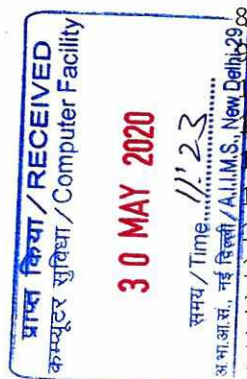
This issues with the approval of the competent authority.

Hindi version will follow.


(Dr. Sanjay Kr. Arya)
Professor-Incharge, Rectt. Cell

DISTRIBUTION:-

1. The Deputy Director (Admn.)
2. The Dean (Academic)/Dean(Research)/Dean (Examinations)
3. The Chief of all centres/Head, NCI, Jhajjar
4. The Medical Superintendent (Hospital)/Dr. R.P. Centre
5. The Chairman, Store Purchase committee
6. All the Heads of the Departments/Sections/Units
7. The OSD to the President, AIIMS
8. The Deputy Secretary
9. The Sr. Financial Advisor/Financial Advisor
10. The Superintending Engineer
11. The Professor-Incharge, Recruitment Cell & Faculty Cell
12. The Chief Admn. Officer
13. The Sr. Stores Officer (DO)/Transport
14. The Sr. Hindi Officer
15. The Chief Security Officer
16. All Senior Administrative Officers/Administrative Officers/Asstt. Admn. Officers
17. The Vigilance Cell
18. The Establishment Section (DO) & Faculty Cell - for Personal file
19. The Guard file
20. The PPS to Director, AIIMS/PS to DD(A)/PA to CAO
21. The Professor-Incharge, Computer Facility - With the request to upload the notice on AIIMS website.



Pl. upload it
Sh. Sanjeev Kr. SP
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