

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029.

F.No.3-3/2018-Estt. (RCT)

Dated the:

06 JUL 2020

MEMORANDUM

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

In partial modification to this office memorandum of even number dated 10.06.2020 on the subject cited above, Dr. Sanjay Kr. Arya, Professor, Department of Hospital Administration & Professor-In-Charge (Faculty/Rectt.) will also act as Professor-In-Charge (Procurement). The Senior Stores Officer (DO) shall route all files through Professor-in-Charge (Procurement) to Deputy Director (Admn.), with immediate effect, till further orders.

All concerned are requested to kindly take note of above for compliance.

Hindi version will follow.

B.S. Gill
6/7/2020

(B.S. GILL)

SR. ADMINISTRATIVE OFFICER

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 Sr. Financial Advisor/ Financial Advisor
9. The Superintending Engineer
10. The Professor-incharge, Recruitment Cell & Faculty Cell
11. The Chief Admn. Officer
12. The Sr. Stores Officer(DO)/ Transport
13. The Chief Security Officer
14. All Senior Administrative Officers/Administrative Officers/ Asstt. Admn. Officers
15. The Vigilance Cell
16. The Establishment Section (DO) & Faculty Cell – for Personal file
17. The Guard file
18. The PPS to Director, AIIMS/PS to DD(A)/PA to CAO
19. The Professor- Incharge, Computer Facility – with the request to upload the memo. on AIIMS website.
20. The Sr. Hindi Officer – with request to provide Hindi version of this memo. to uplod on AIIMS website.

Dr. Sanjay Kr. SP
Supl
06/07

