

e-office No. 675858/2020  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

Ansari Nagar, New Delhi-110029.

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

Dated the:

MEMORANDUM

05 JUN 2020

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

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In partial modification to this office memorandum of even number dated 29.05.2020 on the subject cited above, the Sr. Financial Advisor will act as Raj Bhasha Adhikari. The Sr. Hindi Officer shall route all files through Sr. Financial Advisor to Director, AIIMS.

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

This issues with the approval of the Competent Authority.

Hindi version will follow.

*SN4*  
(Dr. Sanjay Kr. Arya)  
Professor –Incharge, Recruitment Cell

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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.



*Sh. Sanjay Kr. SP*  
*Sh. Anwar*  
*06/06/2020*