

MEMORANDUM

Subject: Working arrangement in Administrative cadre at AIIMS, New Delhi.

With the approval of the Director, AIIMS, the following working arrangement in the administrative cadre is made as indicated against each, with immediate effect till further orders:-

Name of Officer	Existing Work Assignment	Revised Work Assignment/Additional assignment
Sh. Lalit Oraon Senior Administrative Officer	JPNATC/CMET/Lokpal/SET / CIMR	• JPNATC & Burns & Plastic Surgery
Shri B.S. Gill, Sr. Admn. Officer	Recruitment Cell	• Recruitment Cell • Faculty Cell in addition to existing portfolio after repatriation of Shri B.K. Singh w.e.f. 27.5.2021.
Sh. Kushal Kumar Administrative Officer	Estt. Section-I & ACR Cell	• Estt. Section-I & ACR Cell • Grievance Cell in addition to existing portfolio (w.e.f. 1.7.2021 after retirement of Shri S.L. Chamoli)
Shri Nikhil Bhatnagar	Legal Cell & Estate Section	• Legal Cell & Estate Section • Coordination Cell in addition to existing portfolio (w.e.f. 1.7.2021 after retirement of Shri S.L. Chamoli)
Sh. Vipin Prakash Administrative Officer	NCI, Jhajjar & Dr. BRA-IRCH	• NCI, Jhajjar, Dr. BRA-IRCH and Vigilance Cell
Ms. Lata Paulose Administrative Officer	Research Section	• Research Section • Hostel Section / Gymkhana in addition to existing portfolio (w.e.f. 27.5.2021 on repatriation of Shri B.K. Singh)
Sh. Bhoop Singh Administrative Officer	C.N. Centre	• C.N. Centre, CMET/Lokpal/SET Facility & CIMR
Sh. Joginder Kumar Administrative Officer	Establishment Section-II(DO)	• Main Hospital
Ms. Nirmala Kujur, Asstt. Admn. Officer	JPNA Trauma Centre	• Estt. Section II (DO)
Shri Manoj Kumar, Jr. Admn. Officer	CRHS Project Ballabgarh	• JPNA Trauma Centre (In place of Ms. Nirmala Kujur, AAO)

The compliance of the above orders may be reported to the Recruitment Cell.

(Signature)
19/5/21
(B.S. Gill)

Sr. Administrative Officer

DISTRIBUTION:-

- Persons concerned
Thr.: Their respective Chief/Officer-Incharge
- The Dean, Academic Section/Research Section/Examination Section
- All Chief of Centres/Head, NCI, Jhajjar
- The Chief Vigilance Officer, AIIMS, New Delhi
- The Medical Superintendent (Hospital)
- The Sr. Financial Advisor
- The Deputy Secretary
- The Financial Advisor
- The Professor-Incharge, Rectt. Cell & Faculty Cell
- The Professor & Head, SET/Facility/CIMR/CEMT/Supdt. Hostels
- The Chief Admn. Officer
- All the Sr. Admn. Officers/ Admn. Officers/Asstt. Admn. Officers
- The concerned Estt. Sections (for personal files of persons concerned)

Copy to:-

- PPS to the Director, AIIMS/PS to Dy. Director (Admn.)
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