

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
Ansari Nagar, New Delhi-110608

F. No.9-40/2010/Estt. (RCT)

Dated :- 8 MAY 2013

**OFFICE MEMORANDUM**

In addition to the work allocated to him vide this Institute memorandum of even number dated 7<sup>th</sup> July, 2012 which stands partially modified vide memorandum of even number dated 5<sup>th</sup> Nov., 2012, the Director has allocated following work to Sh. Sanjiv Chaturvedi, Dy. Secretary & Chief Vigilance Officer till further orders :-

1. All Courts/Legal matters (including matters relating to Hon'ble Supreme Court, High Court, CAT, SC/ST Commission, Labour Court, National Human Rights Commission etc).
2. All matters relating to disciplinary proceedings.
3. All matters relating to Parliamentary questions and Parliamentary assurances.
4. Welfare matters including Welfare of SC/ST employees, students & residents.

*(K.K. Giridhari)*

(K.K. GIRIDHARI)

SENIOR ADMINISTRATIVE OFFICER

Sh. Sanjiv Chaturvedi  
Dy. Secretary & Chief Vigilance Officer

**Distribution :-**

1. The Chairman, Hospital Management Board
2. The Dean (Academic)/Dean (Research)
3. Chiefs of all the Centres/Medical Superintendent (Hosp./Dr. R.P. Centre)/Head of the Department.
4. Sr. Financial Advisor
5. Chief Administrative Officer
6. Financial Advisor
7. Superintending Engineer
8. All Sr. Administrative Officer/Administrative Officer/Assistant Admn. Officers
9. All F&CAOs/Accounts Officers
10. PPS to Director, AIIMS
11. Vigilance Cell
12. Personal File of the officer concerned
13. Guard File

*21/5/13*