

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi-110 029**

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No.F.4-763/82-Estt.I

Dated: 04.08.2014


**MEMORANDUM**

**Subject:- Working arrangements of the office of Chief Administrative Officer at the A.I.I.M.S., New Delhi.**

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The Director has been pleased to order that Shri K.K. Vaid, Sr. Administrative Officer (DO) will act as Chief Administrative Officer with immediate effect, in addition to his own duties & responsibilities. However, the Faculty Cell will be supervised by Shri K.K. Giridhari, Sr. Administrative Officer (Recruitment Cell) in addition to his own duties & responsibilities, who will submit the files directly to the Dy. Director (Admn.)/Dean (Research).

Shri K.K. Vaid and Shri K.K. Giridhari will not be entitled to any remuneration/honorarium for the aforesaid additional assignments.

  
( K.C. SAMRIA )  
Deputy Director (Admn.)

- 1) **Shri K.K. Vaid,**  
**Chief Admn. Officer (Actg)**
- 2) **Shri K.K. Giridhari**  
**Sr. Administrative Officer**  
**Recruitment Cell**

- Copy to:-
- 1) The Dean (Academic/Research)
  - 2) All Chiefs of Centres/Heads of the Departments/Units/Sections/Branch Officers
  - 3) The Medical Superintendent (Main Hospital/Dr. R.P. Centre)
  - 4) Sr. Financial Adviser
  - 5) The OSD to the President, AIIMS.
  - 6) PS to Director
  - 7) PS to Dy. Director (Admn.)
  - 8) The Superintending Engineer
  - 9) The Financial Adviser

