

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-29

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

Dated the: 11 AUG 2018

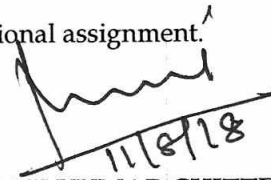
MEMORANDUM

Subject: Work Allocation of Deputy Secretary at the AIIMS, New Delhi.

In continuation of this Office Memorandum of even number dated 21.07.2018 on the subject above(Copy enclosed), Sh. Dharendra Verma, Deputy Secretary is informed that the Competent Authority is pleased to assign the following works in addition to the works assigned to him with immediate effect till further orders:-

1. Work related to the Legal Cell, AIIMS.
2. Implementation of e-office system at the AIIMS, New Delhi.
3. Implementation of online system for submission of APARs' based on SPARROW applications in consultation with Computer Facility and NIC.

He will not be entitled to any extra remuneration for the above additional assignment.


(PALLAV KUMAR CHITJE)
ADMINISTRATIVE OFFICER

Sh. Dharendra Verma
Deputy Secretary, AIIMS

Distribution:-

1. Chairman, Store Purchase Committee
2. Dean(Academic)/Dean(Research)
3. Chief of all Centers/Medical Superintendent(Hospital/Dr. R.P. Centre)
4. Officer-in-charge Outreach OPD Badsa, Jhajjar
5. All Heads of the Department/Units/Section
6. OSD to President
7. Sr. Financial Advisor
8. Chief Security Officer
9. Superintending Engineer
10. Chief Administrative Officer/Financial Advisor
11. Senior Stores Officer
12. PPS to Director/PS to DD(A)
13. All Senior Administrative Officers/ Administrative Officers/ Asstt. Admn. Officers
14. All F&CAOs/Accounts Officers
15. Vigilance Cell
16. Esttt. Section (DO)-for P/file

✓ 17. Off. in-charge Computer facility website updated

Sh. Sanjeev Kumar for n.a. please.
Mr. Anwar
14/08/18
14/08/18
P.T.O

15

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi – 29.

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

Dated the:

MEMORANDUM

Subject: Work Allocation of Deputy Secretary at the AIIMS, New Delhi.

In continuation of this office memorandum of even number dated 30.06.2018 on the subject cited above, the allocation of duties and responsibilities to Sh. Dhirendra Verma, ITS (1998), are hereby ordered with immediate effect, till further orders, as under:-


1. Procurement work. The Senior Stores Officer shall route all procurement files through Deputy Secretary to Deputy Director (Admn.).
2. Public Grievances. The Senior Administrative Officer (Grievances) shall route all such files through Deputy Secretary to Deputy Director (Admn.).
3. Transport Department. The Stores Officer (Transport) shall route all files through Deputy Secretary to Deputy Director (Admn.).
4. Estate Section. The Administrative Officer (Estate) shall route all such files through Deputy Secretary to Deputy Director (Admn.).
5. General Section. The Senior Administrative (Genl.)/Administrative Officer (Genl.) shall route all files through Deputy Secretary to Deputy Director (Admn.).
6. Coordination and Parliament. The respective Senior Administrative Officer/Administrative Officer shall route all files through Deputy Secretary to Deputy Director (Admn.).

This issues with the approval of the Director, AIIMS.

Sh. Dhirendra Verma
Deputy Secretary, AIIMS

Distribution:-

- 1) Chairman, Store Purchase Committee
- 2) Dean (Academic)/ Dean (Research)
- 3) Chief of all Centres/Medical Superintendent (Hospital/Dr. R. P. Centre)
- 4) Officer-in-charge Outreach OPD Badsa, Jhajjar
- 5) All Heads of the Department / Units / Sections
- 6) OSD to President
- 7) Sr. Financial Advisor
- 8) Chief Security Officer
- 9) Superintending Engineer
- 10) Chief Administrative Officer/Financial Advisor
- 11) Senior Stores Officer
- 12) PS to Director/DD(A)
- 13) All Senior Administrative Officers/Administrative Officers/ Asstt. Admn. Officers
- 14) All F&CAOs/Accounts Officers
- 15) Vigilance Cell
- 16) Estt. Section (DO) – for P/file
- 17) Guard File.


21/7/18
[Pallav Kumar Chitnej]
ADMINISTRATIVE OFFICER

जारी/Issued