

e-office No. 565731/19/CP

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F.No.20-9/2019(Misc)-Estt.I

Dated:

10 APR 2019

MEMORANDUM

Subject: Forwarding of Letter/Circular/Correspondence to Head of the Department of CTVS,
AIIMS, New Delhi - reg.

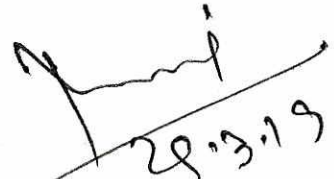
It has been observed that letter/circular/correspondence which need to be sent to HoD CTVS are being sent addressed to Chief CTVS by the some of the Centres/Department /Section/Unit of the AIIMS, New Delhi.

In this context, it is informed that until recently position of HOD, CTVS and Chief C.T.Centre were being held by the same official. However, at present position of HOD CTVS and Chief C.T.Centre are being held by two different faculty members, who have separate offices. Further, there is no position/designation as chief CTVS.

Accordingly, all concerned are hereby requested to send/mark the letter/circular /correspondence intended to be sent to Head, Deptt. of Cardio Thoracic Surgery (CTVS) accordingly.

This issues with the approval of the Competent Authority.

Hindi version will follow


(PALLAV KUMAR CHITTEJ)
ADMINISTRATIVE OFFICER

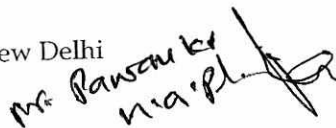
Distribution :

1. The Dean (Academic/Research/Exam)
2. The Medical Superintendent (Main Hospital/Dr.R.P.Centre)
3. All Chief of Centres/Head of the Deptt./Units/Sections
4. The Sub-Dean(Acad./Research/Exam)
5. The Sr. Finanical Advisor/Dy. Secretary/SE/CAO, AIIMS, New Delhi
6. All Sr. Admn. Officer/ Admn. Officer/ Asstt. Admn. Officer-/Hospital /CNC /IRCH/ RPC /JPNATC /CDER/CRHS Ballabgarh
7. All Accounts Officer-II & III/Hospital/CNC/IRCH/RPC/JPNATC/CDER/CRHS Ballabgarh
8. All Union/ Associations of AIIMS, New Delhi
9. The Computer Facility - with a request to upload this on official website of the Institute.
10. The Sr. Hindi Officer - with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy to:

The PPS to Director/PS to DD(A, AIIMS, New Delhi

for information please.


Mr. Pansar
N.A.P.

20/4/19

RECEIVED
30 APR 2019
12:57
Computer Facility
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