

Reminder-I

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29
(Establishment Section (DO))

No.F.20-10/2018 (email IDs) .-Estt.I

Dated the: 12 OCT 2018

MEMORANDUM

Subject: Submission of e-mail IDs for distribution of important circulars/notices issued by Establishment Section (DO) through e-circulation/e-mails.

Attention is invited to this office Memo. dated 15.06.2018 on the above cited subject, whereby it was requested to provide email ID(s) for the purpose of distribution of important circulars/notices issued by Establishment Section (DO) through e-circulation/e-mails. However, the same has not been received so far.

Therefore, it is once again requested to kindly provide the email IDs of their respective Centre/Department/Section/Unit to Computer Facility and Administrative Officer (DO) at the earliest.


(B. S. GILL)


ADMINISTRATIVE OFFICER (DO)

Distribution :

1. As per list attached.

Copy to :-

1. PPS to the Director, AIIMS/PS to Deputy Director (Admn.)
2. Computer Facility- with request to upload this Memo. on Institute web portal
(Hindi version will follow)


10/11/18

S. No.	Faculty/Officers	Department/Section	Location
Administrative Block			
1.	Financial Advisor	--	Ground Floor
2.	Superintending Engineer	--	2 nd Floor
3.	Administrative officer	Estate Section	Porta Cabin
PC & Teaching Block			
4.	Prof. & Head	Anatomy (1010)	1 st Floor
5.	Prof. & Head	Pathology (1050)	
6.	Prof. & Head	Microbiology (2057)	2 nd Floor
7.	Prof. & Head	Obst. & Gynae. (3076)	3 rd Floor
8.	Prof. & Head	Medicine (3097)	
9.	Prof. & Head	Geriatric Medicine (3091 +3095 A)	
10.	Prof. & Head	Gastro (3111)	4 th Floor
11.	Chief	NDDTC/Psychiatry (4096)	
12.	CVO/Administrative officer	Vigilance Cell	
13.	Prof. & Head	Anaesthesiology (5011)	5 th Floor
14.	Prof. & Head	Urology (5030)	
15.	Prof. & Head	Orthopaedics (5036 A)	
C. N. Tower			
16.	Chief	Neuro-Science Centre	
17.	Chief	C. T. Centre	
18.	Prof. & Head	Neurology	
19.	Prof. & Head	Cardiology	
20.	Prof. & Head	Neuro-Surgery	
21.	Prof. & Head	CTVS	
22.	Administrative Officer	C. N. Centre	
23.	Principal	College of Nursing	
Dr. R. P. Centre			
24.	Chief	Dr. R. P. Centre	
25.	Medical Superintendent		
26.	Sr. Administrative Officer		
Dr. BRAIRCH			
27.	Chief	Dr. BRAIRCH	
28.	Administrative Officer		
M. S. Office wing			
29.	Medical Superintendent	Hospital	Ground Floor
30.	Chief Nursing Officer		
31.	Administrative Officer		
Academic Section wing			
32.	Dean (Academic)		Ground Floor
33.	Registrar		
34.	Administrative Officer		
Director's Office wing			
35.	PPS to Director		
36.	PPS to Deputy Director (Admn.)		
37.	Sr. Financial Officer		
38.	Deputy Secretary		

39.	OSD to president		
40.	Dean	Exam Section	
41.	Prof. In-charge	Computer Facility	
42.	Prof. & Head	Endo. & Metabolism	
43.	Prof. & Head	Biotechnology	
44.	Prof. In-charge	Central Animal Facility	
45.	Sr. Store Officer	Store Office (DO)	
OPD Block			
46.	Prof. & Head	Nuclear Medicine	
47.	Prof. & Head	Radio-diagnosis	