

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-29
(ESTABLISHMENT SECTION (DO))

No.F.20-03/2016-Estt.I

28 DEC 2016

MEMORANDUM

Sub: Non receipt of information of BIO-METRICS attendance of the Faculty /Employees working at AIIMS, New Delhi - reg.

It has been observed that no information has been received from all the concerned Establishment Section on the following points:

- (i) No information received about any such type of Leave availed by the employees working at AIIMS, New Delhi.
- (ii) No information received about Retirement/Completion of tenure /Death case /Volunteer Retirement/Foreign Assignment granted to the employees of AIIMS, New Delhi.

The Competent Authority has took very serious views in this regard and decided to instruct all the concerned Establishment Sections to furnish the information to the Computer Facility from time to time for updating the data of BIO-METRIC:

In view of the above, all the concerned Establishment Sections are hereby requested to kindly look into the matter expeditiously and furnish the following information from time to time to the BIO-METRIC division of Computer Facility :

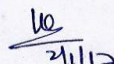
- (i) A Copy of the letter/memorandum etc should be furnished to the Computer Facility after grant of any such type of leaves.
- (ii) Before issuing any NOC to the Employees for Retirement /Completion of tenure/Death case/Volunteer Retirement / Foreign Assignment etc. take clearance from the BIO-METRICS division of Computer Facility as mandatory.

This issues with the approval of the Competent Authority of AIIMS.


(CHAKRAVARTHY E.V.S.)
ADMINISTRATIVE OFFICER

Distribution:

1. All the Chief/HOD of Centres
2. The Chairman, Computerization Committee, AIIMS
3. The Medical Superintendent
4. The Sr. Financial Advisor, AIIMS/Finance Advisor
5. The Superintendent Engineer, AIIMS
6. The Registrar, AIIMS
7. All the Sr. Administrative Officer/ Administrative Officer/ Asstt. Admin. Officer
8. The Asstt. Controller of Examination

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