

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
(LEGAL CELL)**

F.No.35-4//2016/Legal Cell

16<sup>th</sup> December, 2016

**MEMORANDUM**  
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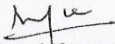
**Sub: To ensure presence of AIIMS representatives in Court Case before different Judicial fora.**

A large number of cases pertaining pending at different stages (admission/hearing). As legal Cell is having limited manpower, it is not found feasible to attend each and every cases, on the information is available with the concerned Centres/Depts./Sections, legal cases of the Centres/Depts./Sections are being handled by respective Authorities. In order to ensure a close watch on day to day progress of the Court Cases before Hon'ble Supreme Court, High Court of Delhi, Principal Bench of Central Administrative Tribunal and other Courts in Delhi, It has been decided by the competent authority that representatives of this Institute should be present in each and every case at the time of hearing.

Accordingly, the Chief/Head/Incharge/ Admn. Officer of the all Centres/Deptt./ Sections/ Units of this Institute are requested to concerned Administrative Authority under his/her control to track the status of pending court cases of their respective Centres/Depts./Sections/Units through the official websites of the respective court or in consultation with the Standing Legal Counsel representing the case and nominate a responsible person/official from their Centres/Deptt./Section/Unit to appear before the court alongwith relevant files/documents in the case.

Further, the Chief/Head/Incharge/Admn. Officer of the all Centres/Deptt./ Sections/ Units of this Institute are requested to direct the concerned official working under his/her Administrative control to inform the action/decision held in the course of hearing of the case to Legal Cell through email on ID : - [legalcell2012@gmail.com](mailto:legalcell2012@gmail.com) to ensure effective and proper management of court cases

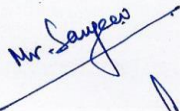
This issues with the approval of Dy. Director (Admn.), AIIMS, New Delhi.

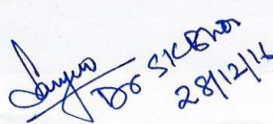
  
(Manoj Kumar Jha)

Sr. Administrative Officer (Legal)

**Distribution :**

1. All Chief of Centres, AIIMS, Delhi.
2. Medical Superintendent, AIIMS, Delhi.
3. Sub-Dean (Exam/Academic/Research Section), AIIMS, Delhi.
4. Sr. Financial Advisor/Financial Advisor, AIIMS, Delhi.
5. Chief Administrative Officer (Actg.)/Chief Security Officer (Actg.), AIIMS, Delhi.
6. Superintendent Engineer, ESD, AIIMS, Delhi.
7. Sr. Admn. Officer/Admn. Officer/Asstt. Admn. Officer.  
(Hosp/CNC/Dr.BRAIRCH/CDER/Research/Academic/Examination/Estate/  
/NDDTC/JPNATC)
8. All Accounts Officer (Hosp/CNC/Dr. BRA IRCH/CDER/Research Section/  
Academic/Examination Section/Estate Section/NDDTC/JPNATC.
9. Officer-Incharge, Computer Facility, AIIMS, Delhi : for uploading the same on AIIMS Website.
10. The PPS/PS to Director/Dy. Director (Admn.),AIIMS: for information please.

  
Mr. Sanyal

  
Dr. S.K. Bhatnagar  
28/12/16