

No.F.3-3/2018-Estt.(RCT)
ALL NDIA INSTITUTE OF MEDICAL SCIENCES
(Recruitment Cell)

Dated the : 2.3.2021

MEMORANDUM

Subject:- Working arrangements for the procurement work at AIIMS, New Delhi.

This is in continuation of Memorandum of even number dated 8.12.2020, It has been considered by the Director, AIIMS that as of now all the procurement files shall be routed through Dr. Sanjay Kr. Arya, Professor, Department of Hospital Administration & Professor-Incharge, Recruitment Cell & Faculty Cell to the Director, AIIMS, with immediate effect, till new Deputy Director (Admn.) joins. Dr. Sanjay Kr. Arya will act as Professor-Incharge, Procurement.

Accordingly, all concern officials are requested to kindly take note of above working arrangements for compliance. The Sr. Stores Officer (DO) shall route all procurement files through Professor-Incharge (Procurement) to the Director, AIIMS, till new Deputy Director (Admn.) joins at the AIIMS, New Delhi.

This issues with the approval of the competent authority.

Hindi version will follow.


(B.S. GILL)

SR. ADMINISTRATIVE OFFICER




DISTRIBUTION:-

1. Professor Sanjay Arya,
Professor-Incharge, Recruitment & Faculty Cell
2. Dr. R. Gopinath, Deputy Secretary
3. Shri Rakesh Kumar Sharma, Sr. Stores Officer (DO)

Copy for information to:-

1. The Dean (Academic)/Dean(Research)/Dean (Examinations)
2. The Chief of all centres/Head, NCI, Jhajjar
3. The Medical Superintendent (Hospital)/Dr. R.P. Centre
4. The Chairman, Store Purchase committee
5. All the Heads of the Departments/Sections/Units
6. The OSD to the President, AIIMS
7. The Sr. Financial Advisor/Financial Advisor
8. The Superintending Engineer
9. The Chief Admn. Officer
10. The Sr. Stores Officer (DO)/Transport
11. The Sr. Hindi Officer
12. The Chief Security Officer
13. All Senior Administrative Officers/Administrative Officers/Asstt. Admn. Officers
14. The Vigilance Cell
15. The Establishment Section (Faculty Cell) – for Personal file
16. The PPS to Director, AIIMS/PS to DD(A)/PA to CAO
17. The Professor-Incharge, Computer Facility – With the request to upload the notice on AIIMS website.






2/3/2021