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

Dated the: 2.3.2021

MEMORANDUM

<u>Subject:</u>- 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, AlIMS, till new Deputy Director (Admn.) joins at the AlIMS, New Delhi.

This issues with the approval of the competent authority.

Hindi version will follow.

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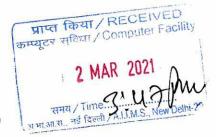
SR. ADMINISTRATIVE OFFICER

DISTRIBUTION:-

- 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.



gh. Aman Jee