

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
[RECRUITMENT CELL]**

No.F.3-1/2016-Estt. (RCT)

Ansari Nagar, New Delhi-29

Dated the: 31st May, 2017

OFFICE MEMORANDUM

Subject: Working Arrangement of staff of Administrative Cadre at the AIIMS, New Delhi.

Consequent upon relieving of Shri Manoj Kumar Jha, Senior Administrative Officer w.e.f. 31.05.2017 (AN), with the approval of the competent authority, following orders are issued for assignment of additional work to the following Officers, with immediate effect, till further orders:-

S.No.	Name & Designation	Additional Work allocated
(i)	Shri B. K. Singh Administrative Officer (Hospital)	Faculty Cell Hostel Section
(ii)	Shri Pallav Kumar Chittej Administrative Officer (General)	Recruitment Cell CIMR

For files of Faculty Cell/Recruitment Cell, they will report directly to Deputy Director (Administration).

They will not be entitled to any extra remuneration/honorarium for the additional assignment.

The compliance of the above orders may be reported to the Recruitment Cell.

SMA

**[DR. SANJAY KUMAR ARYA]
CHIEF ADMINISTRATIVE OFFICER (ACTG.)**

1. Shri Manoj Kumar Jha, Senior Administrative Officer
2. Shri B. K. Singh, Administrative Officer (Hospital)
3. Shri Pallav Kumar Chittej, Administrative Officer (General)

Copy to:

- 1) All Chief of Centre/Head of Departments
- 2) Medical Superintendent
- 3) Superintendent of Hostels
- 4) Superintending Engineer
- 5) Chief Administrative/Financial Advisor/Deputy Secretary
- 6) All Senior Administrative Officers/Administrative Officers/Asstt. Administrative Officers
- 7) All F&CAO/Accounts Officers
- 8) PPS/PS to Director/DDA/Sr.F.A/CAO.
- 9) Establishment Section (DO)
- 10) Vigilance Cell/ACRs Cell
- 11) Guard File.
- 12) Professor-in-charge Computer Facility – to upload the same on Institute website.

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