

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

No.F.5-4/2017-Estt. (RCT)

Ansari Nagar, New Delhi-29
Dated the:

CIRCULAR

16 AUG 2017

Subject: Transfer/posting of Ministerial staff at the AIIMS, New Delhi.


Reference is invited to Office Memorandum of even number dated 18th July, 2017 and 8th August, 2017 for transfer/posting of Ministerial Staff.

Various requests have been received that the persons being posted in Stores and vice-versa, are not having knowledge of work to be dealt by them in their new place of posting.

The matter has been considered and it has been decided that all transferred persons may be allowed **to work each day for 2 hours with mutual coordination for a period of 15 days** for handing over/taking over of charge and to get acquainted with the working of their new places of posting.

All the concerned Chiefs of Centres/Heads of the Departments/Officer-in-charge of concerned Sections are requested to bring the above directions to the notice of staff posted in their Centre/Departments/Sections.

This issues with the approval of the competent authority.


16.08.17

[Pallav Kumar Chitje]
ADMINISTRATIVE OFFICER

DISTRIBUTION:

- 1) Dean (Academic/Examinations/Research)
- 2) Chief, Dr. R. P. Centre/Dr. BRAIRCH/CTC/NSC/JPNATC
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- 6) Chairman, Gymkhana Committee
- 7) Professor-in-charge Computer Facility/Cafeteria
- 8) Officer-in-charge Laundry
- 9) Superintending Engineer
- 10) Chief Procurement Officer
- 11) Senior Stores Officer
- 12) Chief Administrative Officer/Financial Advisor/Deputy Secretary
- 13) Assistant Controller of Examinations
- 14) All Senior Administrative Officers/Administrative Officers/Asstt. Administrative Officers
- 15) All F&CAO/Accounts Officers
- 16) All Stores Officer/Assistant Stores Officer
- 17) General Manager, Cafeteria
- 18) PPS/PS to Director/DDA/Sr.F.A
- 19) Establishment Section (DO)/ Dr. R. P. Centre/Dr. BRAIRCH/C. N. Centre/JPNATC/ Research
- 20) Accounts Section-II & III/ Dr. R. P. Centre/Dr. BRAIRCH/C. N. Centre/JPNATC/Research
- 21) Vigilance Cell/ACRs Cell/SC-ST Cell
- 22) Guard File.
- 23) Professor-in-charge Computer Facility – to upload the same on Institute website.

Sayed 16
18/8