

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

No.F.5-6/2007-Estt. (RCT)

Ansari Nagar, New Delhi-29

Dated the:

08 JUN 2017

OFFICE MEMORANDUM

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

In partial modification of this office memorandum of even number dated 7th June, 2017 on the subject cited above, the work allocation of Shri Ajay Kumar and Shri Deo Nath Sah, Senior Administrative Officers may be read as under:-

S.No.	Name & Designation	Existing Work allocation	Additional Work allocated
(i)	Shri Ajay Kumar Senior Administrative Officer	1) Dr. R. P. Centre 2) NDDTC, Ghaziabad 3) CRHSP, Ballabhgarh 4) Badsa, Jhajjar	1) SC&ST Cell 2) Sexual harassment related issues 3) Gymkhana
(ii)	Shri Deo Nath Sah Senior Administrative Officer	1) Legal Cell 2) Coordination Cell & Parliament Questions 3) International Cooperation	1) Estate and Sadans 2) General Section 3) Transport Section 4) Public Grievances 5) Coordination with Unions


Other terms and conditions will remain the same.


[Pallav Kumar Chittej]
ADMINISTRATIVE OFFICER

1. Prof. Sanjiv Sinha, Deptt. of Medicine
2. Prof. Subodh Kumar, Deptt. of Surgery, JPNATC
3. Shri Ajay Kumar, Sr. Admn. Officer, Dr. R.P. Centre
4. Shri Deo Nath Sah, Sr. Admn. Officer, Legal Cell/Coordination Cell

Copy to:

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

Sanyee / 
8/6