

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

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

Ansari Nagar, New Delhi-29
Dated the:

OFFICE MEMORANDUM

07 JUN 2017

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

With the approval of the competent authority, following orders are issued for assignment of additional work to the following Officers, in addition to their existing duties & responsibilities, with immediate effect, till further orders:-

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

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

Prof. Sanjiv Sinha, Deptt. of Medicine and Prof. Subodh Kumar, Deptt. of Surgery, JPNATC are accordingly relieved of their administrative responsibilities with immediate effect.

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


[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.

Aman Klean
K2
Saxena 1/12
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