

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

No.F.3-3/2013-Estt. (RCT)

Ansari Nagar, New Delhi-29
Dated the:

OFFICE MEMORANDUM

11 4 MAY 2018

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

Consequent upon repatriation of Shri Ajay Kumar, Senior Administrative Officer on deputation basis w.e.f. 15.05.2018 (FN), 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	Existing Work Allocation	Additional Work allocated
(i)	Sh. B.K. Singh Administrative Officer	1) Faculty Cell 2) Hostels Section	Dr. R. P. Centre
(ii)	Shri Chakravarthy EVS Administrative Officer	JPNATC	NDDTC
(iii)	Mrs. Anita Tete Administrative Officer	SC/ST Cell EHS Cell Sexual harassment related issues	CRHSP, Ballabhgarh
(iv)	Shri Satish Kumar Singh Administrative Officer	1) Dr. BRAIRCH 2) Legal Cell	Badsa, Jhajjar
(v)	Shri Lalit Oraon Administrative Officer	1) ACRs Cell 2) RTI Cell 3) Lokpal Cell 4) CMET 5) Training for all Cadres at the Institute including development of training module and scheduling of the same.	Gymkhana

They are accordingly directed to hand over/take over the charge.

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

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



 14.5.18
 [Pallav Kumar Chittej]
ADMINISTRATIVE OFFICER

- 1) Shri Ajay Kumar, Senior Administrative Officer (on deputation)
- 2) All concerned Officers

Copy to:

- 1) Chief, Dr. R. P. Centre/NDDTC
- 2) Professor-in-charge CRHSP, Ballabhgarh
- 3) Medical Superintendent, Badsa, Jhajjar
- 4) Chairman, Gymkhana
- 5) Chief Administrative Officer
- 6) Administrative Officer (DO)
- 7) PPS/PS to Director/DDA/Sr.F.A/CAO.
- 8) Establishment Section (DO)
- 9) Vigilance Cell/ACRs Cell
- 10) Guard File.
- 11) Professor-in-charge Computer Facility – with the request to upload the same on Institute website.

Sh. Sanjeev Kumar for N/A please.


 15/05/18