

URGENT

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
STORES SECTION (DO)**

F. No. 1- 4/Circular/Sty.Store(DO)/2019-20

Dated: 29.07.2020


Circular

Subject : Submission of ID proof for issue of Stationery, General & Sanitation Items-regarding.

The General Stationary Stores (DO) issues Stationary items to various Sections/ Offices and Departments under the jurisdiction of Director Office. It has been observed that various departments/sections are sending MTS/other staff to collect indented stationery items, who are working on contract basis and do not have valid I-card. In a few cases the issued items were given to these MTS but concerned section denied having received the same.

In view of the above, all departments/sections are requested to send permanent staff to collect the Stationery, General and Sanitation items. In case permanent staff is not available, may send MTS/other staff working on contract basis with I-card or authority letter from officer with stamp mentioning the name of person sent to collect items.

This issues with the approval of Competent Authority.


Sr. Stores Officer (DO)

Distribution:

1. All HoDs of the Departments (Teaching Block)
2. PPS to Director
3. D.D.A./ D.S./ Dean (Academic)/Exam Section
4. Registrar
5. Sr. F.A.
6. Chief Administrative Officer
7. Sr. Administrative Officer
8. Administrative Officers (Estt.-1, II)

प्राप्त किया / RECEIVED कम्प्यूटर सुविधा / Computer Facility
30 JUL 2020
समय / Time... 11:05 am
अ.भा.आ.स., नई दिल्ली / A.I.I.M.S., New Delhi-29

 30.7.2020

9. Administrative Officer (DO)
10. Administrative Officers (Estate)/ (Legal)/ (ACR/SCST/EHS/RTI)
11. Administrative Officer (Coordination)/ (Legal)/ (Parliament)
12. Administrative Officer (General Section)
13. Administrative Officer (Faculty Cell)
14. Administrative Officer (Hindi Section)
15. Administrative Officer (Vigilance Cell)
16. Account Officer/ESD/Cash/Audit/Cheque section
17. Superintending Engineer
18. Chief Security Officer
19. Transport Office
20. Media and Protocol Division
21. Officer-in-charge, Computer Facility
22. Student Union
23. Karamchari Union
24. SC/St.Union
25. Sr. Warden, Hostel
26. OSD Office
27. Sanitation Department
28. Computer Facility please upload

