



# All India Institute of Medical Sciences Rishikesh, Uttarakhand - 249203

**Prof Ravi Kant**

FRCS (Engl) FRCS (Edin) FRCS (Glasg) FRCS (Irel),  
FAMS MS DNB FACS FICS FAIS,  
Awards "Padma Shri", Dr BC Roy (Eminent Medical Teacher)

**Director & CEO**

# AIIMSRISHI/DIR/43/ 24 May 2017

## Office Order

e-attendance (Biometric) is mandatory for all Administrative Officers i.e. Director / Deputy Director (Admin) / F&CAO / Sr. Administrative Officer / Administrative Officer / Accounts Officers / all HoD's / all Faculty / all Students / all employee at All India Institute of Medical Sciences (AIIMS), Rishikesh.

*Ravi Kant*

**Prof Ravi Kant**  
Director  
AIIMS Rishikesh

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4. *Circulate to all by Email*



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### Office Order

All procurements up to Rs. 25,000/- (Twenty five thousand) shall be done at departmental level with approval and sanction of HoD concerned for which Rs. 25,000/- (Twenty five thousand) shall be given to each HoD as imprest money.

All departments shall maintain stock registers at departmental level for above procurement. Bills of above procurement shall be submitted directly to accounts department under signature of HoD concerned with duly filled in voucher from.

Requirements for purchase above Rs. 25, 000/- (Twenty five thousand) and up to Rs. 2, 50,000/- (Two lakh fifty thousand) shall be submitted by Dean/MS/HoD/Administrative Head of an unit directly to Director for administrative approval. After administrative approval, department concerned will ensure its procurement appropriately as described under GFR in time bound manner with approval of Local Purchase Committee (LPC) which will meet every Tuesday at 3 PM in Board Room. All proposals shall be initiated by departments only.

**Prof Ravi Kant**

Director  
AIIMS Rishikesh

### Copy to

1. DDA/FA/MS/SE/Sr. AO/F&CAO/AO/DDO/PRO
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