



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड  
All India Institute of Medical Sciences, Rishikesh, Uttarakhand-249203

No.AIIMS/RISHI/AO/203/2024/ 475

Dated: 27<sup>th</sup> July 2024

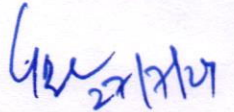
**OFFICE ORDER**

In pursuit to continuous professional development of HODs, Faculties and Administrative Officers / Staff of AIIMS Rishikesh, a training programme will be organized as per schedule attached as Annexure. The training will be imparted by Shri K. G. Verma, former Joint Secretary, DoPT/former Director ISTM and Shri Heera Singh Rana, Director Institute of Good Governance.

2. Inauguration of the programme will be done by Executive Director at 09:45 AM on 29.07.2024. All HoDs are requested to attend the aforesaid training programme. Further, it is also requested to nominate maximum faculties/administrative staff from their departments for capacity building.

3. The venue of the programme will be LT-3. This issues with the approval of Competent Authority.

**Encl:** As above.

  
(Gaurav Badola)  
Administrative Officer

**Copy to:**

- (i) PPS to Executive Director
- (ii) PS to DDA / MS / Dean(A) / FA / SE
- (iii) All HoDs
- (iv) CNO / Registrar / SAO / PRO / SPCSO / ACE
- (v) Dy. CSO / F&CAO / LO
- (vi) All concerned through Institute website
- (vii) IT Cell – for uploading on website
- (viii) Guard File.



**Annexure**

S.N.	Date	Session	Topic	Prospective Participants
1.	29.07.2024	Morning	Reservation Service in	Liaison Officers, Faculties, all Administrative Officers / Officials
2.	30.07.2024	Morning	RTI	HoDs, Faculties and all Administrative Officers / Officials
3.	30.07.2024	Evening	POSH	HoDs, Faculties, SR/JR, all Administrative Officers / Officials, all Nursing Professionals, Students
4.	31.07.2024	Morning	CCS (Conduct) Rules	HoDs, Faculties, all Administrative Officers / Officials
5.	31.07.2024	Evening	CCS (CCA) Rules	HoDs, Faculties, all Administrative Officers / Officials
6.	01.08.2024	Morning	Noting & Drafting	HoDs, Faculties, all Administrative Officers / Officials
7.	01.08.2024	Evening	Leave Rules & Office Procedure	HoDs, Faculties, all Administrative Officers / Officials

**Timings:**

Morning Session: 10:00 AM - 11:15 AM  
11:30 AM - 01:00 PM

Afternoon Session: 2:30 PM - 03:45 PM  
4:00 PM - 05:30 PM

**Tea Break:**

Morning: 11:15 AM - 11:30 AM  
Afternoon: 03:45 PM - 04:00 PM