



OFFICE ORDER

It has been decided by the Competent Authority that henceforth routine work of nursing establishment (SNO & NO) viz. leaves, LTC, EHS, joining reports, station leave permissions, NOC & Experience Certificates etc. will be dealt by MS Office. For this, the present staff viz. Sh. Deepak Bisht, JAO (contractual), Sh. Manoj Kandwal, MRT (outsourced) and Sh. Gaurav Uniyal, LDC (outsourced) is hereby transferred to MS Office.

2. Service Book will remain with administration. Moreover, EOL/ SCL/CCL and other service-related core matters like joining, relieving, vigilance cases, promotions, probation and confirmation, seniority, pay fixation etc. will be dealt by administration only.

3. It is requested that copies of all orders may be endorsed to Administration for record/entries in service book. If required, MS may further delegate responsibilities to DMS concerned for ease of functioning.

Issued with the approval of Executive Director, AIIMS Rishikesh.


Administrative Officer
AIIMS Rishikesh

Copy to:

- (i) PPS to Executive Director
- (ii) DDA/ MS/ Dean(A)
- (iii) All HoDs / In-Charge (s)
- (iv) FA/ SE/ CNO/ SAO/ PRO/ F&CAO/ Dy. CSO/ ACE/ SPCSO
- (v) Law Officer / Accounts Officer(s)/ Store Officer
- (vi) IT Cell – with a request to upload on the Institute website
- (vii) Guard file.