

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

F.No.20-01/2020 (Misc)-Estt.I

Dated: 14.06.2025

OFFICE MEMORANDUM

Subject: Streamlining the Disposal Process for Various Administrative Matters at AIIMS, New Delhi

In continuation of the Office Memorandum of even number dated 19th May, 2025, the Director of AIIMS, New Delhi, has reviewed the existing procedures for the submission and approval of administrative files. In alignment with the Department of Administrative Reforms and Public Grievances (DARPG) guidelines issued by the Government of India, and to promote the principles of "Ease of Governance," it has been decided to streamline the channels of submission and approval.

To enhance efficiency and ensure timely disposal of administrative matters, the channel of submission for such cases shall be restricted to a maximum of four levels. Consequently, the authority to grant approvals for the following administrative matters is hereby delegated as follows:

Sl. No.	Name/Nature of Work	Final disposal at the Level of
1	Extension in Joining Time after offer of appointment at the Institute, for Faculty Members and other staff (upto 30 days)	Addl. Director (Admn.)
2	Nomination/Membership for various academic activities to faculty members	Addl. Director (Admn.)
3	Book Publication Permission (non faculty & faculty members)	Addl. Director (Admn.)
4	Resignation/Technical Resignation matters for group "A"/faculty, "B" & "C" employees	Group A/faculty (upto the level of Assoc. Prof.) – Director Group B & C – Additional Director (Admn.)
5	Provisional Pension for Group A, B & C employees pending disciplinary proceedings at the time of retirement.	Addl. Director (Admn.)
6	Permission to leave the station (for employees under Suspension)	Addl. Director (Admn.)
7	Medical Board related matter (for employees of the Institute for various service related matters)	Addl. Director (Admn.)
8	Attend Court Summon in official capacity	Chief of Centres – for staff working in Centres Medical Superintendent – For staff working in Main Hospital Addl. Director (Admn.) – other than above
9	Complaint related matters of Faculty and other staffs	Group A/faculty – Director Group B & C – Additional Director (Admn.)
10	Seniority related issue of other than faculty	Group A – Director Group B & C – Additional Director (Admn.)



11	MACP	Addl. Director (Admn.)
12	Property Intimation acknowledge as per rules.	For staff working in Centres – Chief of Centre MS – For staff working in Main Hospital Addl. Director (Admn.) – Other than above
13	Various internal issues, raises by the various Association/Unions of the Institute.	Addl. Director (Admn.)/Director
14	Various issues related to personal representation/appeals of Individuals etc.	Addl. Director (Admn.)/Director
15	Complaint & Grievances related issues	Addl. Director (Admn.)/Director
16	All Advances (such as Computer & HBA)	Addl. Director (Admn.)
17	Confirmation of Staff	Director – faculty Addl. Director (Admn.) – other than faculty
18	Working Arrangement related	Group A – Director Addl. Director (Admn.) – for Group B & C
19	Organizing of various Training programme	Addl. Director Admn.
20	eHRMS/SAHAS related	Addl. Director (Admn.)
21	Information related to rule position/policy issues required by other organizations	Addl. Director (Admn.)
22	Grant of Retirement TA/CTG as per the rules and within stipulated period of time	Chief of Centre in case of staff working in Centres Medical Superintendent– in case of staff working in Main Hospital Addl. Director (Admn.) – Other than above
23	Regularization of suspension period after conclusion of disciplinary/criminal proceedings	Addl. Director (Admn.)
24	Issuance of NRC in Group A (faculty and non-faculty), B & C	Director – for faculty members Addl. Director (Admn.) – for non-faculty
25	Upgradation of APAR grading after consideration/recommendations of the duly constituted committees – Group A (non-faculty), B & C	Director – for Group A and faculty members. Addl. Director (Admn.) – for Group C & B
26	Leave to Group A Officers upto 100 days in India.	Director – More tha 28 days Chief of Centre – upto 28 days for Centre employees Medical Superintendent– upto 28 days for employees working in Main Hospital Addl. Director (Admn.) – above 2

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		weeks and upto 28 days – other than above
		Chief Administrative Officer – upto 2 weeks
27	Maternity Leave to faculty members, as per the rules and admissibility	Professor In-Charge (FC)
28	Paternity Leave to faculty members as per extant rules and admissibility	Professor In-Charge (FC)

This delegation of authority is intended to expedite decision-making processes and reduce unnecessary procedural delays. All concerned departments and personnel are directed to adhere strictly to these revised submission channels and ensure compliance with the updated delegation of powers.

(Signature)
14/6/2025

(ANITA TETE)
SR.ADMINISTRATIVE OFFICER

DISTRIBUTION:-

1. All the Deans (Academic/Research/Examination)
2. All Chief of Centres/Head of Departments/Units/Sections
3. The Medical Superintendent, AIIMS Hospital & Dr. R.P. Centre
4. The Senior Financial Advisor
5. The Professor-Incharge, Faculty Cell, Recruitment Cell & General Admn.
6. The Chief Administrative Officer
7. The Superintending Engineer
8. The Financial Advisor
9. All Sr. Admn. Officer/Administrative Officer of Establishment Section (Hospital /CNC /Dr.RPC /CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar /NDDTC/MCH/NCA/Surgical Block/B&PS/ESD/Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section/ Academic Section/Examination Section/Hostel Section/ Computer Facility/Research Section
10. **The Computer Facility** – with a request to upload this on official website of the Institute
11. **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy forwarded for information to:

The PPS to Director/Additional Director (Admn.), AIIMS, New Delhi.