

F. No. 01-25/CDER – Misc (I)
All India Institute of Medical Sciences
Centre for Dental Education & Research
(Office of the Chief)

New Delhi, 03.09.2026

OFFICE MEMORANDUM

Subject: Strict adherence to prescribed procedures for examination duty approvals – reg.

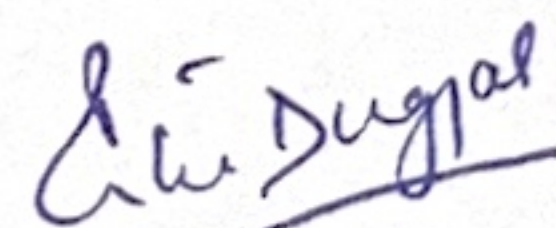
It has been observed that the prescribed administrative procedures for processing requests, proformas, and approvals related to examination duty are not being strictly followed by staff members across various cadres. In several instances, documents are being routed through unapproved channels or submitted directly to unauthorized officers for approval without bringing them to the notice of the competent authority.

2. All employees including Faculty members, Officers/Officials, Nursing Staff, Allied Health Professionals and Technical/Supporting Staff are hereby directed to ensure that any proforma, application, or request for undertaking examination duties (internal or external) is submitted strictly through the established administrative hierarchy. After due verification and certification by the respective Controlling Officer/Head of Department, all such matters must be submitted to the office of undersigned for final approval.

3. Furthermore, officers or officials holding additional responsibilities, or primary duties in departments/centres outside CDER are also required to explicitly intimate and seek prior clearance from the office of undersigned before accepting or proceeding on any examination duties.

3. No staff member is permitted to obtain signatures or approvals from any faculty member or officer who has not been explicitly delegated or authorized by the undersigned to accord such approvals. Any document signed in deviation from the prescribed procedure shall be treated as invalid, and the staff member concerned shall be held personally accountable for non-compliance.

4. Any deviation from these instructions in the future will be viewed seriously and may invite appropriate administrative action under the applicable service rules.



(Dr. Ritu Duggal)
Chief of the Centre, CDER
Tele: 011 – 26542304

Internal Distribution: -

Professor In – Charge(s)/ Addl. MS/ Administrative Officer/ Stores Officer/ Accounts Officer/ Asst. Nursing Superintendent

Copy to: -

1. The Assistant Controller of Examinations, AIIMS, New Delhi
2. The PSC, Computer Facility, AIIMS, New Delhi.