

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
ANSARI NAGAR, NEW DELHI-110029  
ESTABLISHMENT SECTION (DO)

No.F.40-40/2024 (CAO)Estt.-I

Dated: 09.01.2026

**OFFICE MEMORANDUM**

**Sub: Forwarding of files on Service-matters & Legal Matters to the Office of Addl. Director (Administration) & Director, AIIMS, New Delhi - reg.**

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It has been observed that the files on Service matters & Legal matters requiring consideration / approval of Additional Director (Admin) / Director, AIIMS are being forwarded directly to their Offices by the Officers of various Centres / Offices without routing through the appropriate channels.

In order to ensure that uniformity is maintained in decisions taken on the files of various Centres / Offices specially in service and legal matters, the following mechanism in processing the files may please be followed without fail:

- (i) All files on Legal matters requiring consideration / approval of Additional Director (Admin) / Director, AIIMS must be routed through Legal Cell.
- (ii) All files on Service matters requiring consideration / approval of Additional Director (Admin) / Director, AIIMS must be routed through Chief Administrative Officer.

This issues with the approval of Competent Authority. The Hindi version will follow.



(Ravinder Kumar)

Asstt. Administrative Officer

**DISTRIBUTION:**

1. All Chief of the Centres
2. The Head, NCI, Jhajjar
3. The Medical Superintendent (Hospital/Dr. R.P.Centre)
4. Senior FA / Deputy Secretary, AIIMS, New Delhi
5. CAO / FA, AIIMS, New Delhi
6. All Sr. Admn. Officers/Admn. Officers/AAO of Establishment Sections / Legal Cell / Recruitment Cell / Vigilance Cell / Estates Section / ACR / RTI / IC/ Grievance/ SC-ST/Women, AIIMS, New Delhi
7. All F&CAOs / Accounts Officers, AIIMS, New Delhi
8. All Sr. Stores Officers / Stores Officers, Asstt. Stores Officers, AIIMS, New Delhi
- 9) **The Computer Facility** – with a request to upload this on official website of the Institute
- 10) **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

**Copy for information to:**

1. The PPS to the Director, AIIMS, New Delhi
2. The PPS to the Addl. Director (Admn.), AIIMS, New Delhi

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