

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
AIIMS, NEW DELHI-110029
FINANCE DIVISION

No.F.FA/Charge distribution/2022/(E#3188254) Dated 13th Feb, 2023

Sub: Arrangement of Link Officers in the Finance Division of AIIMS, Delhi.

To ensure smooth functioning of the Finance Division and its Accounts Offices in various Centres in AIIMS, New Delhi; Competent Authority in FD approves following working arrangements in which the officers will look after the work of their respective link officers during the period of leave or absence of each other for a short period:

S#	Name & Designation	Link Officers	Name & Designation
1.	Padam Singh F&CAO	↔	Vijay Pal Singh F&CAO
2.	Satish Kumar AO	↔	Vikas Kumar F&CAO
3.	Rajesh Kumar Bairwa AO	↔	Upendra Kumar AO
4.	Prem Pal AO	↔	Dinkar Batra AO
5.	Prakash Kumar Giri AO	↔	Nikhil Jain AO
6.	Trilok Chand AO	↔	Satish Kumar Yadav AO
7.	Yogesh Kumar AO	↔	Shivanand Thakur
8.	Anil Kumar AO	↔	Ms. Sneha Lata AO
9.	Joginder Singh AO	↔	Surendra Koolwal AO

1. While applying for leave and official movements, officers shall inform the link officer and higher authorities regarding their absence.
2. The Link Officers shall attend all immediate and regular work with due compliances, full responsibility & accountability.
3. The delegation of financial & administrative power to the officer / post shall also be available to link officers.
4. Link Officers shall mention the work that was disposed of by them during absence of regular in-charge F&CAOs/AOs.
5. F&CAO/AO after joining back in office shall get updates of such disposed of work by their link officer and comment & counter-sign the registers.
6. In case the link officer is also absent for any reason, FA/SrFA shall designate another officer to take care of the day-to-day functioning of such other offices.
7. FA shall ensure that both link officers are not absent from duty for whatsoever reasons except with approval of SrFA.
8. It may also be noted for compliance by all that not more than 1/3rd of strength of F&CAO/AO is away together at any point of time.
9. This arrangement applies for examination duty as well.


(Narinder Bhatia)
Financial Advisor

To,

All F&CAOs and all Accounts Officers in FD, Main & Centres

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 3. All Professor-in-charge (PICs) / Officer-in-Charge
 4. All Faculty-in-charge of Projects / All Project Officers
 5. Superintendent Engineer(s) – Main Campus, Jhajjar Campus, ESD
 6. CAO / All Admin Officers
 7. Sr. Stores Officer (DO) / All Stores Officers of Centres
 8. PS to Director / PS to DD(A) / PS to SrFA / PA to Dy. Secretary
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