

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

**NO.F.FA/Charge Distribution/2025/(E#3188254)**

**Dated:23.05.2025**

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

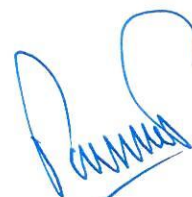
To ensure smooth functioning of the Finance Division and its Accounts Offices in various Centres in AIIMS, New Delhi; Competent Authority in FD approves following working arrangements in which the officers will look after the work of their respective link officers during the period of leave or absence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

S.No.	Name of F&CAO/Accounts Officer	Name of F&CAO/Accounts Officers with whom linked
1.	Sh.PadamSingh, F&CAO	Sh. Trilok Chand ,F&CAO
2.	Sh. Rakesh Kr. Jha, F&CAO	Sh. Sh Prem Pal, F &C AO
3.	Sh. Komal Anwani, AO	Sh.Dhiraj Kr. Sinha ,AO
4.	Sh. Himanshu Kandpal, AO	Sh. Shivanand Thakur, AO
5.	Sh. Prakash Kumar Giri, AO	Sh. Surender Koolwal ,AO
6.	Sh.Nikhil Jain, AO	Sh. Satish Kumar Yadav, AO
7.	Sh.Yogesh Kumar ,AO	Sh. Satish Kumar Chauhan, AO
8.	Sh. Mayank Chakradhar,AO	Mr. Ravinder Ahlawat,AO
9.	Sh. Joginder Singh ,AO	Sh. Amit Kumar , AO

In addition to the above, in the absence of Shri Surender Koolwal, Accounts Officer( B &C) the work will be looked after by Shri Pradeep Kumar, 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 off 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 off work by their link officer and comment & counter-sign the registers.
6. In case the link officer is also absent for any reason, FA/Sr FA 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 Sr FA.
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.



**(Vijay Pal Singh)**  
**Financial Advisor**

**To,**

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

Copy to: - For information:

1. Chiefs of all Centres / Heads of all Departments / Medical Superintendent(s)
2. Dean(Research) / Dean(Examination) / Dean(Academics) / Registrar
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 AD(A) / PS to Sr. FA / PA to Dy. Secretary

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