

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
[RECRUITMENT CELL]**

No. F. 1-40/2023-Estt.(RCT)

Ansari Nagar, New Delhi-29
Dated:

09 JAN 2024

OFFICE MEMORANDUM

Subject: Working arrangement of Store Staff at AIIMS, New Delhi.

The Competent Authority is pleased to order that Sh. Rajiv Rai, Store Keeper (Drugs) will look after the store work of the Department of Reproductive Biology for full day instead of Department of Reproductive Biology/Department of Radio-diagnosis & Interventional Radiology and Rheumatology, with immediate effect, till further orders.

The compliance of the order may be reported to Recruitment Cell.



**(VISHWESH CHATURVEDI)
ADMINISTRATIVE OFFICER**

**Sh. Rajiv Rai, Store Keeper (Drugs)
[Through: respective officer-In-charge]**

Copy to:-

- 1) Medical Superintendent (H)
 - 2) Professor In-Charge-Procurement
 - 3) HOD's of Departments-Reproductive Biology/ Radio-diagnosis & Interventional Radiology/Rheumatology
 - 4) Stores Officer (DO)
 - 5) The Stores Officer & Assistant Stores Officer of all Centres
 - 6) PPS/PS/PA-Director/ADA/DS/CAO
 - 7) Accounts Section II & III
 - 8) The Estt. Section (DO)/Hospital
 - 9) The ACR Cell/Vigilance Cell/Legal Cell/EHS Cell
 - 10) Guard file.
 - 11) Computer facility –With request to upload this memo on Institute's Web portal
- } for personal files of concerned persons