

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110029
STORE SECTION (D.O.)

Dated 31.08.2023

In continuation to this office earlier letter dated 25.04.2023 regarding allocation/work distribution amongst the officials posted in Store Section (D.O), along with link officer, revised work allocations have been made due to enhancement of additional procurement plan related to common items and long leave taken by a Store Keeper. The detail are as follows :

Sl.No.	Name of the Staff.	Allocated Department.	Link officers
1.	Sh. Manohar Arya Store Officer (D.O)	Over all In-charge of Store Section (D.O)	Sh. Virender Singh Hooda Asstt. Stores Officer
2.	Mrs. Sonam Kumari Chauhan, Store Keeper, (On Maternity leave) Dept. of Anesthesia & Anatomy will be taken care of by Sh.Alok Kumar Ray, JAO and remaining dept. are to be taken care of by Mrs. Sudesh, J.A.A. till the joining of Mrs. Sonam Kumari Chauhan, S.K.	<div>Anaesthesiology</div> <div>Anatomy</div> <div>Biochemistry</div> <div>Biomedical Engineering</div> <div>Biophysics</div> <div>Biostatistics</div> <div>Biotechnology</div>	<div>Mrs. Sudesh Chauhan, Jr.Admn, Asstt</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
3.	Mrs. Sudesh Chauhan, Jr.Admn, . Asstt	<div>Center for Community Medicine</div> <div>Dermatology & Venereology</div> <div>Emergency Medicine</div> <div>Endocrinology & Metabolism</div> <div>ENT (Oto-rhinolaryngology)</div> <div>Forensic Medicine & toxicology</div> <div>Cafeteria services</div> <div>E-Samiksha services</div> <div>Along with following Depts. Till joining of Mrs. Sonam Chauhan Store Keeper.</div> <div>Biochemistry</div> <div>Biomedical Engineering</div> <div>Biophysics</div> <div>Biostatistics</div> <div>Biotechnology</div>	Sh. Alok Kumar Ray, Jr. A.O.
4.	Sh. Suraj Kant Maithani, Jr. A.O.	<div>G.I Surgery</div> <div>Gastroenterology & Human Nutrition</div> <div>Haematology</div> <div>Medicine</div> <div>Microbiology</div>	Mr.Alok Kumar Ray, J.A.O.

मनोहर आर्य/MANO HAR ARYA

भण्डार अधिकारी (नि.का.)/Stores Officer (D.O.)

अखिल भारतीय आयुर्विज्ञान संस्थान

All India Institute of Medical Sciences

अंसारी नगर, नई दिल्ली/Ansari Nagar, New Delhi-29

		N.M.R Library services, ORBO CHA (Routine) Alongwith "common procurement i.e General, Stationary & Furniture items along with Sh. Alok Kumar Ray, J.A.O	
5.	Dr. Dharam Singh Meena, Store Keeper	Nephrology Nuclear Medicine Obstetrics & Gynecology Orthopaedics Paediatric Surgery Paediatrics Manpower Services Watch & Ward services Parking services CHA Tenders Alongwith "common procurement i.e Surgical items along with Sh. Jitender Gehlot, Consultant (out sourced)	Sh. Naveen Kumar, Jr. A.O.
6.	Sh. Naveen Kumar, Jr. A.O.	Pathology	Dr. Dharam Singh Meena, Store Keeper
		Pharmacology	
		Physical Medicine Rehabilitation (PMR)	
		Physiology	
		Psychiatry	
		I-Card Services Monkey & Dog Handling services	
7.	Sh. Alok Kumar Ray, Jr. A.O.	Pulmonary Medicine & Sleep Disorders Radiodiagnosis Reproductive Biology Rheumatology Blood Bank -Main Hospital Transplant Immunology & Immunogenetics Urology Record Management R.T.I Grievances Parliamentary Questions	Mr. Suraj Kant Maithani J.A.O.

मनोहर आर्य/MANO HAR ARYA
भण्डार अधिकारी (नि.का.)/Stores Officer (D.O.)
अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
अंसरी नगर, नई दिल्ली/Ansari Nagar, New Delhi-110029

		Alongwith "common procurement i.e General, Stationary & Furniture items along with Sh. Surajkant Maithani, J.A.O, and following 2 Depts. till joining of Mrs. Sonam Chauhan Store Keeper. Anesthesia & Anatomy	
8.	Sh. Rajesh Baswal, Jr. A.O.	Condemnation work Spirit procurement and distribution C.A.M.C. E.M.D. & PBG	Sh. Naveen Kumar, Jr. A.O.
9.	Smt. Anupama Arora Jr. A.O.	Stationary Items	Sh. Manoj Kumar S.A.A.
10	Sh. Manoj Kumar S.A.A.	General Items	Smt. Anupama Arora Jr. A.O.

- All the files to be routed through Sh.Dharmendra Prasad, A.S.O. ⇒ Sh. V.S. Hooda, A.S.O. ⇒ Sh. Manohar Arya, S.O.(D.O).
- This is in supersession to this office letter dated 25.04.2023.

Copy to :

3. O.I.C. (Procurement) *P 24/9/23*

4. P.I.C (Procurement) *mus 24/9/23*

3. All the H.O.D., Dept. Concern

4. Official Concern

5. C.F. for uploading on the AIIMS site (webmaster@aiims.edu gov. in)

(Signature)
(MANOHAR ARYA)
मनोहर आर्य / MANOHAR ARYA
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