

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

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

Dated: 17 JAN 2024

OFFICE ORDER

Subject: Time-Bound Processing of Retirement Benefits for Retired Employees at AIIMS, New Delhi.

The undersigned is directed to convey the instructions of the Competent Authority of AIIMS to prioritize the processing of retirement/pensionary benefits for retiring personnel. These benefits include Leave Encashment, Pension Payments, Gratuity, Insurance Claims, and Medical Benefits, etc. The goal is to ensure the disbursement of all retirement benefits by the following month, easing their financial transition into retirement.

Accordingly, all concerned Sr. Administrative Officers/Administrative Officers /Assistant Administrative Officers of Establishment Sections are requested to prioritize the processing of these benefits and ensure timely disbursement within the following month.

Please provide the office of the undersigned with the details of:

- Retired Institute employees who retired during the last six months, including the updated status of their retirement benefits.
- A list of personnel who are scheduled to retire in the year 2024.

A Hindi version of this notice will follow.


(B.S.GILL)

Chief Administrative Officer (Actg.)

1. Sr. Administrative Officer (Estt.(DO)/CNC/Faculty Cell, AIIMS, New Delhi
2. Administrative Officer - (Estt.(DO)/Hospital/Dr. R.P.Centre/CDER/NCI, Jhajjar/JPNATC/Research)
3. Asstt. Administrative Officer - (Dr. BRA, IRCH/B&PS/MCH/NCA/Surgical Block/NDDTC)
4. **The Computer Facility** - with a request to upload this on official website of the Institute
5. **The Sr. Hindi Officer** - with request to provide the Hindi version for the same for uploading on the AIIMS website.

Copy forwarded for information to:

1. The Financial Advisor
2. The PPS/PS to Director/Additional Director (Admn)