

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

No.F.14/Work Allocation/2022-Estt.(H)

Date: 16.06.2022

Sub.: Addendum: Redistribution of administrative responsibilities to the faculty of Hospital Admn. for the Hospital areas/ services in AIIMS.

In supersession/ partial modification of office order of even no. dated 30.03.2022 regarding aforementioned subject, it has been decided that Dr. Arun Verma, Asstt. Prof. (Hospital Admin.) will be responsible for the administrative functioning of various hospital areas/ services on behalf of Medical Superintendent in the interest of smooth functioning of hospital services, with immediate effect.

He will function as administrative officer incharge(s) of these areas/ services and in the process, they will also coordinate & cooperate with their counterpart colleague officer incharges of related areas/ services.

Dr. Arun Verma, Asstt. Prof., Hosp. Admn. – In addition to his active involvement in academic & research activities in the Deptt. of Hospital Administration, he will be the administrative incharge of following areas :

- Old RAK OPD & PRC Area
- Hospital Inpatient Services (1st to 4th floor)
- Repair & Maintenance Store
- Medical Social Services (including patient welfare schemes & donations)
- Special requisition for BPL/ Poor and EHS patients
- Departmental M & E Committees (A-B)
- Counter signatures on behalf of Medical Supdt. on certificates/ papers routed through PS to MS, Estimate Certificate etc.

It is imperative that a few functional components of various hospital areas/ services may overlap to some extent. However notwithstanding same, the designated faculty/ officer incharges of respective areas/ services would be primarily responsible for smooth & coordinated functioning of their respective areas/ services under overall

administrative control of Medical Superintendent or Chief(s) of respective Centres as applicable. In the process, they will also coordinate & cooperate with their counterpart officer incharges of related areas/ services. Besides they will also work in close coordination with the previous faculty/ officer incharges to ensure continuity & smooth transition.

In addition to above hospital areas/ services, the faculty members may be assigned any other responsibility from time to time depending upon the exigencies of the work.

(Dr. D.K. Sharma)
Medical Superintendent

Distribution :-

- 1) HoD & All Faculty of Hosp. Admn., AIIMS.
- 2) Chief(s) of all Centre(s)
- 3) Head(s) of all Clinical Deptts./ Units.
- 4) All Hospital Officers.
- 5) All OPDs, Wards, OT's, ICU's Emergency (Thru. CNO).
- 6) Duty Officer, Control Room.

C.C.: Director/ Dean(s)/ D.D.A./ Sr. F.A./ Dy.Secy. } – for information pls.

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17 JUN 2017
समय / TIME.....
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