

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-29

26 OCT 2023

F.No. 20-56/2019-Estt.I

Dated: 21.10.2023

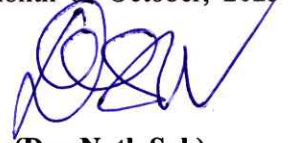
OFFICE ORDER

Sub: Digitalization of HR data-entering/updating data in respect of employees in CDAC Module – reg.

In continuation of the office order of even number dated 07.08.2023 (copy enclosed), it has been noticed that as on date the process of digitalization of HR data in CDAC Module is yet to be completed.

All concerned are again directed to complete above said process of digitalization so that the salary bills may be prepared by pay and account sections in CDAC Module for the month of October, 2023 onwards.

Hindi version will follows



(Deo Nath Sah)

Chief Administrative Officer

Encl. As above

To

- 1) Sr. Admn. Officers/Administrative Officers/Assistant Administrative Officers of all the Establishment Sections
- 2) The Accounts Officer (IT) – with request for making necessary arrangement for amendments in CDAC Module.
- 3) **The Computer Facility** – with a request to upload this on official website of the Institute
- 4) **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy forwarded for information to:

The PPS/PA to Director/AD(A)/MS/Sr.FA/Dy.Secy. AIIMS, New Delhi.

2-1169833

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Ansari Nagar, New Delhi-29

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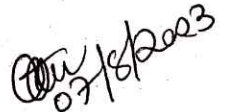
Dated: 10 7 AUG 2023

OFFICE ORDER

Sub: Digitilization of HR data-entering/updating data in respect of employees in CDAC Module – reg.

The undersigned is directed to enclose herewith the instructions for entering the data of new / existing employees in CDAC's HRMS. The original HR data must be owned, entered, updated and edited by respective Establishment Sections and thereafter, Finance Division will carry out their part of job i.e. preparation and finalization of salary bills, arrears, reimbursement etc.

All Sr. Administrative Officer/Administrative Officer/Assistant Administrative Officer of the Establishment Sections are directed to comply the abovesaid order under intimation to the undersigned.



(Anita Tete)
Sr. Administrative Officer

Encl. As above

To

- 1) Sr. Admn. Officers/Administrative Officers/Assistant Administrative Officers of all the Establishment Section
- 2) **The Computer Facility** – with a request to upload this on official website of the Institute
- 3) **The Sr. Hindi Officer** – with a request to provide the Hindi version of the same for uploading on AIIMS website.

Copy forwarded for information to:

The PPS/PA to Director/MS/DDA/Sr.FA/Dy.Secy. AIIMS, New Delhi.

स्थापना प्रमाण (दि.का.) / ESTD. Section

फाइल व पत्र प्रालोक्य / File No. अखिल भारतीय आयुर्विज्ञान संस्थान, अंसारी नगर, नई दिल्ली- 110029

क्रमांक/Order

ऑफिस डायरी नं./E-Office No.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi - 110029

FINANCE DIVISION

FD/Eoffice-3224036/2023-24

RECEIVED

Dated: 27.07.2023

आयुर्विज्ञान संस्थान, अंसारी नगर, नई दिल्ली- 110029

क्रमांक/Order

ऑफिस डायरी नं./E-Office No.

Sub:- Digitilization of HR data-entering/updating data in respect of employees in CDAC Module.

During the last financial year 2022-23 Finance Division of AIIMS has switched over to CDAC pay module from its previous system Novel but in the absence of critical updated HR data rollout, FD is facing issues in finalization of all payroll modules i.e salary bills, Form-16 etc.

Accordingly, it is requested that necessary orders may be issued to all HR sections(Faculty Cell/Establishments/Administration) to enter data of new/existing employees in CDAC's HRMS. The original HR data must be owned,entered,updated and edited by respective Establishment Sections and thereafter, Finance Division will carry out their part of job i.e. preparation and finalization of salary bills, arrears, reimbursement etc.

This issues with the approval of Director, AIIMS.

Financial Advisor

Distribution:

PIC(Faculty Cell)
Chief Admn. Officer
OIC(PMU)

Copy to:

PS to Director/ADA/Sr.FA/MS/Dean(Academic) for information pl.

Dr. Kumar
28/7/2023

31/7/23
31/7/23