

COMPUTER FACILITY

AIIMS, NEW DELHI

Date: 04 Feb 2022

SUBJECT: Entering details of IT assets (to be covered under CAMC of IT Hardware) in the software module (backoffice.aiims.edu)

With reference to the subject matter, it is to inform that Computer Facility has developed a software module to enter the details of IT assets (to be covered under CAMC of IT Hardware). However, only users authorized by the HODs/Chief of the concerned department are permitted to do the data entry in the software module. The request for mapping of users has been received from the HODs of various departments/centres (list of users attached at Annex - I) and the mapping has been done accordingly in the software module available at <https://backoffice.aiims.edu/>. The concerned Departments/Centers may check for the correctness of the list attached at Annex - I.

A training to enter the details of IT assets (to be covered under CAMC of IT Hardware) has already been conducted on 07.01.2022 at 02:30 PM in Anatomy Lab, Convergence Block. For those users who have not attended the said training, the "user manual" and the "guidelines to enter the details of IT assets" has been uploaded at <https://backoffice.aiims.edu/camc.html> which may be referred for entering the details as mentioned above. **It may be noted that "guidelines" may strictly be adhered to while entering the details of IT assets failing which (in case of any duplicacy of records/entry of unauthorized assets) it shall be the responsibility of the concerned department/center. Also, it may be noted that items which are "condemned" may not be entered in the said module.**

The authorized users (as per the list attached at Annex-I) may start doing the data entry of the IT assets as per the "user manual" and the "guidelines to enter the details of IT assets" **w.e.f. 05.02.2022**. The data entry may **strictly** be completed **25.02.2022** so that the tender for CAMC of IT assets (Computer and peripherals) may be processed as soon as possible. In case of any query Mr. Sachin/Mr. Shashi Bhushan may be contacted at +919625991267/+919717473517.

Shashi
07.02.22.

Prof. In charge

To,

1. All Chiefs/HODs of all Centres/Departments
2. Medical Superintendent, AIIMS

CC:

1. Director, AIIMS – For information
2. DDA, AIIMS – For information
3. Mrs. Ankita Saini, Programmer, CF – For uploading this circular on AIIMS website and to email it to all Chiefs/HODs, MS etc. for necessary action.

COMPUTER FACILITY
(CAMC OF IT HARDWARE (USER OF AUTHORISED USERS)
LIST

PAGE *** 1 ***

S.NO.	USER NAME	DEGINATION	DEPARTMENT	MOBILE NO.
1	DR. PRASANT JOHARI	ASSOCIATE PROFESSOR	PEDIATRICS	9914521820
2	MR. RAJIV RAI	STORE KEEPER	RHEUMATOLOGY	9013234165
3	MR. MOHAN KUMAR SHARMA	SENIOR WARDEN	HOSTEL	8860368282
4	DR. SUMIT MALHOTRA	ADDITIONAL PROFESSOR	COMMUNITY MEDICINE	9811172664
5	MR. KARAN	MEDICAL LAB TECHNOLOGIST	MEDICAL PHYSICS UNIT (IRCH)	9868831922
6	MS. RITU CHOUDHARY	TECHNICIAN	RADIOLOGY UNIT, IRCH	9999111966
7	MR. SARABJEET SINGH	J.A.A.	E.N.T.	9810588319
8	MRS. SANGEETA T STEPHEN	SENIOR NURSING OFFICER	NEW PVT GROUND FLOOR	9971263771
9	MRS. MANJULA ARORA	SENIOR NURSING OFFICER	NEW PVT FIRST FLOOR	9873362866
10	MRS. GEETA N. SONWANE	SENIOR NURSING OFFICER	NEW PVT SECOND FLOOR	9910513176
11	MRS. SUNITA YADAV	SENIOR NURSING OFFICER	NEW PVT THIRD FLOOR	9968557077
12	MRS. KARUNA V MALIK	SENIOR NURSING OFFICER	RHEUMATOLOGY DAY CARE	8588057379
13	MRS. L LHING JAKIM HAOKIP	SENIOR NURSING OFFICER	NEW PRIVATE X RAY DEPT.	9873284633
14	MRS. PREMLATA	SENIOR NURSING OFFICER	MATERNAL CARE UNIT	9958346465
15	MRS. SUSHMA D MOON	SENIOR NURSING OFFICER	PULMONARY MEDICIAN WARD	8851254016
16	MRS. LISSY BENNY	SENIOR NURSING OFFICER	GERIATRIC MEDICINE WARD	9999379658
17	MRS. SHANTY CHARLIN	SENIOR NURSING OFFICER	NICU B	9868431355
18	MRS. DEEPA	SENIOR NURSING OFFICER	DOTS CENTRE	9899351183
19	MRS. ANURADHA NARULA	STORE KEEPER	GERNAL RPC	9015291383
20	MR. RAKESH SANSWAL	D.E.O. GR.B	ORBO	9810403967
21	MR. KHEM SINGH BISHT	P.P.S.	CTC	9818546980
22	MR. MANOJ MISHRA	J.A.A.	PMSD, AIIMS	9868141402
23	MR. SANJAY KUMAR	J.A.A.	PHYSIOLOGY STORE	9999288441
24	DR. ANGEL RAJAN SINGH	ADDL. PROFESSOR	HOSPITAL ADMIN.	9582222521
25	MR. VIJAY SINGH	TECH. OFFICER	CTVS	9968859743
26	MR. VIVEK KUMAR	STORE KEEPER	NDDTC	9868380332
27	MR. SUNIL KAUSHIK	JR. ADMIN. OFFICER	NEPHROLOGY	8700412459
28	MR. MANTU KUMAR	J.A.A.	ESTABLISHMENT	7091285164

[Handwritten Signature]
5/2/22

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29	MR. KAMAL C BHATT	ASSTT. ADMIN. OFFICER	RECRUITMENT CELL	9625532808
30	MR. DEVENDER KUMAR	J.A.A.	PATHOLOGY	9852012927
31	DR. V. K. IYER	HOD	PATHOLOGY	9971426444
32	MR. BIJAYANAD NAIK	D.E.O.	PATHOLOGY	9858709875
33	MR. DHAYAL C JOHN	NURSING OFFICER, NIS	RPC	8556010208
34	DR. SIDDHARTHA KUNDU	ASSTT. PROFESSOR	BIOCHEMISTRY	9818054915
35	MR. SUDHIR THAKUR	J.A.O.	T.I.I.	9871765833
36	MR. SUNIL KUMAR	MEDICAL RECORD TECHNICIAN	PHARMACOLOGY	9999471911
37	DR. B. NAYAK	ADDL. PROFESSOR	GASTROENTEROLOGY & HNU	8800661505
38	MR. RAJKUMAR BHOLA	ASSTT. ADMIN. OFFICER	GYANECOLOGY	8700814922
39	MR. RAJBIR SINGH	MEDICAL RECORD TECHNICIAN	MEDICAL RECORD SECTION	9968856801
40	MR. GOPISHANKER	ASSTT. PROFESSOR	RADIATION ONCOLOGY	9650553660
41	MRS. ASHA SINGARIYA	NURSING OFFICER	PROSTHODONTICS, CDER	8587002546
42	DR. KAMAL GULATI	SCIENTIST-II	RESEARCH SECTION	9968238483
43	MR. PPS	PPS, CHIEF	CDER, USER NAME NOT PROVIDED	9953939476
44	MR. R.S. RAWAT	DY. CHIEF SECURITY OFFICER	SECURITY OFFICE	9990140071
45	MR. UPENDRA PARIT	J.A.A.	GERIATRIC MEDICINE	9155817274
46	MRS. J. CHANDRIKA	S.A.A.	FORENSIC MEDICINE	9013644235
47	MR. NAVEEN CHANDER BHATT	STORE KEEPER	NEUROSURGERY	7838560863
48	MRS. RITU PRAJAPAT	NURSING OFFICER, NIS	MCH BLOCK	9812998759
49	MR. KUNDAN SINGH	JAO	EXAM. SECTION	8130640126
50	MR. NAVEEN CHANDER BHATT	STORE KEEPER	CNC	7838560863
51	MR. ANAND KUMAR	JUNIOR ENGINEER (ELECTRICAL)	ESD	9868397896
52	DR. M. KALAIVANI	SCIENTIST	BIOSTATISTICS	9717319082
53	MR. GOPI SHANKER		RADIATION ONCOLOGY	9650553660
54	MR. KAMAL GULATI	SCIENTIST	RESEARCH SECTION	9968238483
55	MRS. RITU CHAUDHARY	TECHNICIAN	RADIOLOGY	9999111966
56	DR. SUMIT MALHOTRA	PROFESSOR	CCM	9811172664
57	MR. VIJAY SINGH	TECHNICAL OFFICER	CTVS	9968859743

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58	MR. SUNIL KUMAR	RECORD TECHNICIAN	PHARMACOLOGY	9999471911
59	MRS. CHHABU MOON	SENIOR NURSING OFFICER HR	PAIN CLINIC NEW RAK OPD	9968374536
60	MRS. J CHANDRIKA	S.A.A.	FORENSIC MEDICINE	9013644235
61	MR. RADHEY SHYAM	J.A.A.	STORE NEUROLOGY	9868635347
62	DR. PRAGYA PATHAK	ASSOCIATE PROFESSOR	COLLEGE OF NURSING	9914666115

afro 4/2/22

CS Shusha
5/2/22