

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F.No.20-06/2020- Estt. I

Dated: 30.06.2021

OFFICE MEMORANDUM

Subject: Functioning of office during outbreak of COVID-19 - Instructions on maintenance of attendance of Officers/Staff - regarding.

In continuation of the office memorandum of even number dated 27.04.2021 on the subject cited above it is informed that all the Administrative Staff will attend the office on regular basis w.e.f. 01.07.2021.

2. It is mentioned that the norms of social distancing and other mandatory requirements like use of mask and sanitizer as per advisory issued by Ministry of Home Affairs and Ministry of Health & Family Welfare from time to time will be followed up strictly. All officials and staff are advised to ensure that there is no gathering/crowding in the corridors. MTS and housekeeping staff may be specifically sensitized in this regard.

3. All Chief of Centre/Head of Departments/Dean/Medical Superintendent/Section are requested to kindly bring the above information to the notice of all faculty members/Officers/employees, under their control for compliance.

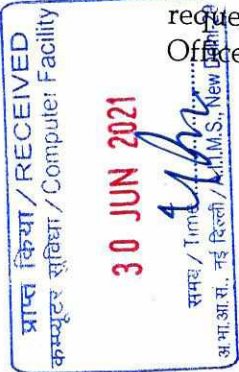
These issues with the approval of Competent Authority

Hindi version will follow



(DEO NATH SAH)

CHIEF ADMINISTRATIVE OFFICER



Copy to:

1. The Dean (Academic/Research/Exam)
2. The Medical Superintendent (Main Hospital)
3. All Chief of Centres/Head of the Deptt./Units/Sections
4. The Dy. Secretary/SE/CAO, AIIMS, New Delhi
5. The Financial Advisor/ All F & CAO and All Accounts Officer-II & III/Hospital /CNC /IRCH /RPC/JPNATC/CDER/CRHS Ballabgarh
6. All Sr. Admn. Officer/ Admn. Officer/ Asstt. Admn. Officer-/Hospital /CNC /IRCH /RPC /JPNATC /CDER /CRHS Ballabgarh
7. All Union/Associations of AIIMS, New Delhi
8. **The Computer Facility** - with a request to upload this on official website of the Institute
9. **The Sr. Hindi Officer** - with a request to provide the Hindi version of the same for uploading on AIIMS website.