

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

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

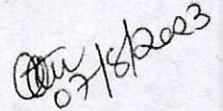
Dated: 07 AUG 2023

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 Establishemnt 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.