

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**AIIMS, NEW DELHI-110029**  
**FINANCE DIVISION**

**NO. F.FA/Charge Distribution/2025/(E#3188254)**

**Dated : 31.10.2025**

**Sub:- Arrangement of Link Officers in the Finance Division of AIIMS, New Delhi.**

To ensure smooth functioning of the Finance Division and its Accounts offices in various Centres in AIIMS, New Delhi; Competent Authority in FD approves following working arrangement in which the officers will look after the work of their respective link officers during the period of leave or absence of each other.

| S.No. | Name of F&CAO/Accounts Officer |   | Name F&CAO/Accounts Officers with whom linked |
|-------|--------------------------------|---|-----------------------------------------------|
| 1.    | Sh. Trilok Chand, F&CAO        | ↔ | Sh. Pradeep Kumar, AO                         |
| 2.    | Sh. Rakesh Kr. Jha, F&CAO      | ↔ | Sh. Prem Pal, F&CAO                           |
| 3.    | Sh. Komal Anwani, AO           | ↔ | Sh. Nikhil Jain, AO                           |
| 4.    | Sh. Himanshu Kandpal, AO       | ↔ | Sh. Ravinder Kumar, AO                        |
| 5.    | Sh. Prakash Kumar Giri, AO     | ↔ | Sh. Surender Koolwal, AO                      |
| 6.    | Sh. Yogesh Kumar, AO           | ↔ | Sh. Satish Kumar Chauhan, AO                  |
| 7.    | Sh. Mayank Chakradhar, AO      | ↔ | Sh. Joginder Singh, AO                        |
| 8.    | Sh. Dhiraj Kumar Sinha, AO     | ↔ | Sh. Amit Kumar, AO                            |

1. While applying for leave and official movements, officers shall inform the link officer and higher authorities regarding their absence.
2. F&CAOs/AOs working in Centres/Research Section/Academic Section etc. will send a copy of their leave application to the respective Chief/Dean/MS alongwith details of the link arrangement.
3. Similarly, a copy of joining report shall also be sent to the concerned Chief/Dean/MS.
4. The Link Officers shall attend all immediate and regular work with due compliances, full responsibility & accountability.
5. The delegation of financials & administrative power to the officers/post shall also be available to link officers.
6. Link Officers shall mention the work that was disposed off by them during absence of regular in charge F&CAOs/AOs.
7. F&CAO/AO after joining back in office shall get updates of such disposed off work by their link officer and comment & counter-sign the registers.
8. In case the link officer is also absent for any reason, F.A. /Sr. FA shall designate another officer to take care of the day-to-day functioning of such offices.
9. FA shall ensure that both link officers are not absent from duty for whatsoever reasons except with approval of Sr. FA.
10. It may also be noted for compliance by all that not more than 1/3rd of strength of F&CAO/AO is away together at any point of time.
11. This arrangement applies for examination duty as well.

  
(PADAM SINGH)  
FINANCIAL ADVISOR

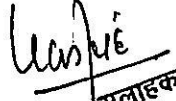
To,

All F&CAOs and all Accounts Officer in FD, Main & Centres

Copy to:- For information:

1. Chiefs of all Centres/Heads of all Departments/Medical Superintendent(s)
2. Dean (Research)/Dean(Examination)/Dean (Academics)/Registrar
3. Superintendent Engineer(s)- Main Campus, Jhajjar Campus, ESD
4. CAO/All Admin Officers
5. Sr. Stores Officer(DO)/ Sr. Stores Officer (Main Hospital)/All Stores Officers of Centres
6. PS to Director/ PS to AD(A)/PS to Sr. FA/ PS to Dy. Secretary

CC: PIC(CF)- With request to upload the document on Institute's website.

  
वित्तीय सलाहकार  
FINANCIAL ADVISOR  
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A.I.I.M.S., New Delhi-29