

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
OUTSOURCING CELL**

F. No. 9-747/2023-Estt (RCT)

dated:

11 8 OCT 2023

Sub: Regarding Providing of Outsource Manpower through M/s BECIL at Centres/Departments /Sections in AIIMS New Delhi.


In pursuance of the directives issued by the Director, AIIMS vide Order No.F.40-30/2022-Estt0I, dated 19/5/2021 for establishment of a dedicated "Out-sourcing Cell" at AIIMS, New Delhi with the objective mentioned hereunder:-

- i) To finalize tender documents
- ii) To finalize a SOP for engagement of outsourced staff
- iii) To examine any request for new manpower
- iv) To manage all outsourced staff currently engaged by Recruitment Cell
- v) To monitor the functioning of all outsource servicing
- vi) To develop grievance redressal system for all outsourced staff in collaboration with computer facility
- vii) To supervise welfare of outsourced services like sanitation, security etc.

Recently, it has been noticed that few Centres/Departments/Sections have been forwarding their demand for providing manpower on outsource basis directly to M/s BECIL, New Delhi as per their choice without consultation and prior intimation to the Outsource Cell which has been viewed very seriously by the authority.

Henceforth, it may please be ensured that demand for **outsourcing of staff through M/s BECIL, New Delhi** must be provided with proper justification to "Outsourcing Cell, AIIMS" for further examination and obtaining approval of the Competent Authority to forward the same to the firm M/s BECIL. Staff at M/s BECIL has also been informed that no direct request without the prior information of the Outsource Cell of AIIMS may be entertained.

This issues with the approval of the competent authority.


(Dr. Shah Alam Khan)
Professor Incharge
Outsource Cell

Distribution: With a request to also circulate it to all officials under their control

- 1) Chief of all Centres
- 2) Heads of all Departments
- 3) Dean (Academic, Research, Examination)
- 4) Medical Superintendent Main Hospital, Medical Superintendent Dr. R.P.Centre
- 5) Sr. Financial Advisor
- 6) PIC, CRHSP, Ballabgarh
- 7) Project Officer, MCH Block, New RAK O.P.D, Surgery Block, B & P Block, NCA
- 8) PICs (Recruitment),(Security) & (Faculty Cell)
- 9) Establishment Section (DO/CNC/JPNATC/Dr.BRAIRCH/NDDTC/Surgical Block/Dr. R.P Centre
- 10) Account Section (II & III/CNC/ JPNATC/ Dr. BRAICH/NDDTC/ Surgical Block/ Dr. R.P. Centre
- 11) CAO, Sr. AOs, AOs, AAOs, All sections
- 12) Superintendent Engineer, Main and Jhajjar
- 13) All Sanitation Officer/Sanitary Inspector
- 14) PA to Director – for information pl
- 15) PPS to Addl. Director (Admn) – for information pl
- 16) Prof-In- charge, computer facility: (With the request to upload the same on Institute's website)
- 17) General Manager, M/s BECIL
- 18) Sr. Hindi Officer (with a request to translate the same in Hindi)