

**Office of the Deputy Secretary**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi – 110 029**  
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Dated: November \_\_, 2022

**MEMORANDUM**


**Subject:- Action Taken Report on the various orders/instructions issued by the Director, AIIMS, New Delhi – regarding.**

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Various orders/instructions pertaining to different issues have been issued by the Director, AIIMS, New Delhi for smooth functioning of this Institute. Enclosed please find a gist of instructions/orders issued till 31.10.2022 with authorities/agencies responsible indicated therein, against each issue.

I am directed to request all concerned to submit an Action Taken Report within a period of 7 days so as to review the progress.

CSO and the SE may submit updates on the ATR already furnished.

  
( Dr. R. Gopinath )  
Deputy Secretary

Encls:- As stated above.

**DISTRIBUTION:-** 1) As per attached enclosure.  
2) The Chief Security Officer  
3) The Superintending Engineer

Copy for information to:- The P.A. to the Director, AIIMS.

# IMPLEMENTATION OF THE VARIOUS ORDERS PASSED BY THE DIRECTOR

Sl. No.	Order/OM No.	Date of OM	Subject	Authority/Agency to implement the orders
1.	---	24.09.2022	Implementation of e-Office	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, CSO, Sr. Stores Officers.
2	F.40-30/2022-Estt.I(DO)	04.10.2022		
3	---	28.09.2022	NAABH Accreditation for AIIMS, ND	Dr. Angel R. Singh
4	---	28.09.2022	Punctuality in Attendance	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, CSO, Sr. Stores Officers.
5	---	29.09.2022	Implementation of e-prescription in EHS OPD	M.S., Officer-In-Charge, EHS.
6	---	30.09.2022	Streamlining the flow of patients into New RAK OPD	PICF, Faculty-in-charge, new RAK OPD, NIC, Dr. Angel R. Singh, PIC (Tpt), All Chiefs of Centres/HODs
7	F.20-44/2013(Committee)/ Estt.I	30.09.2022	Contractual staff to remain on seats during office hours	All Deans, MS, Chiefs of all Centres, all PICs/OICs, all Heads of Depts/Section/Units, Sr. FA, Dy. Secy., FA, SE, CAO, Sr. Stores Officers.
8	254/Screening OPD/2022-23	30.09.2022	Revised timing of patient registration in OPD at Dr. BRA-IRCH, AIIMS	Chief, Dr. BRA-IRCH.
9	F.40-44/2013 (Committee)/ Estt.I	03.10.2022	Use of mobile phones by outsourced staff working at OPD registration counters.	MS, All Chiefs of Centres, PIC-OPD
10	F.20-44/2013(Committee)/ Estt.I	03.10.2022	Provision of a.Additional Battery Powered Buses for internal transport within AIIMS	DS, PIC (Tpt)
11	---	04.10.2022	Minutes of the meeting held under the Chairmanship of the Director, aims on 4 <sup>th</sup> October, 2022 at 02.00 p.m. in Ramalingaswami Board Room to streamline traffic move ments and work flows in Main OT.	O/IC-OT, O/IC-EHS, PIC (CF), Storekeeper (Linen), DGM (Cate), DNS (Main OT), all HoDs of OT User Department,
12	F.40-30/2022-Estt.I(DO)	06.10.2022	Increase the number of OPD/Ward MRI appointments and procurement of MRI equipment and manpower	HoD – NMR/Radiodiagnosis and Dr. M.V. Padma

				Srivastava, Chief, NSC
13	F.40-30/2022-Estt.I(DO)	06.10.2022	Shifting of two laboratories of the Deptt. of Gastro & HNU from Old OT Block to 5 <sup>th</sup> Floor, Old RAK OPD Block.	HoD, Gastroenterology
14	F.40-30/2022-Estt.I(DO)	06.10.2022	Taking over the area vacated by the Deptts. Of Nephrology and Endo & Metab. for extension of Endoscopy Theatre.	HoD, Gastroenterology
15	F.26/Casualty/2022-Estt (H)	07.10.2022	Decisions to improve the functioning of Emergency services at AIIMS	MS, HoD (Emergency Medicine), HoD of all Clinical Deptts., HoD (Obst & Gynae), Chief – NS Centre, Chief – CT Centre, Sr. Sanitation Officer.
16.	F.40-30/2022-Estt.I(DO)	08.10.2022	NABL Accreditation for all Diagnostic Laboratories of AIIKMS, New Delhi	Dr. Purva Mathur, Prof. of Lab. Med., JPNATC
17	F.40-30/2022-Estt.I(DO)	08.10.2022	Utilization of the Basement situated at AIIMS Hospital	MS, Chiefs – CTNS Centre, Chief – Dr. BRA-JRCH, All HoDs.
18	F.40-30/2022-Estt.I(DO)	08.10.2022	Digitization of Medical Social Services at AIIMS.	MS, PIC (CF), all Chiefs of Centres
19	F.40-30/2022-Estt.I(DO)	08.10.2022	Relocation of the Central Linen Collection area.	MS
20	---	11.10.2022	Minutes of the meeting to discuss the issues related to operationalization of services at Mother & Child Block, AIIMS.	MS, PIC (Rectt.), Dr. Anoop Daga (PO).
21	F.40-30/2022-Estt.I(DO)	11.10.2022	Increase in additional dialysis stations and expansion of Centre of Advanced Research in Excellence (CARE) in Neuromodulation and Mental Health.	HoD (Nephrology) & HoD (Psychiatry)
22	F.40-30/2022-Estt.I(DO)	13.10.2022	Registration of patients attending OPD in Surgical Block	PIC (CF), HoD (Surgery), OIC (Procurement), PO (Surgical Block).
23	F.40-30/2022-Estt.I(DO)	13.10.2022	Optimum Utilization of Data Entry Operators posted in Non-Administrative Offices.	PIC (Rectt), All Chiefs of Centres/HoDs/Sections/Units.
24	F.40-30/2022-Estt.I(DO)	13.10.2022	Launch of Special Swachhata Campaign 2.0 for Cleanliness in AIIMS, New Delhi	All Deans, MS, all Chiefs of Centres/HoDs/Sections/Units, Sr. Sanitation Officer.
25	F.40-30/2022-Estt.I(DO)	14.10.2022	Demonstration of all the modules of eHospital on 17 <sup>th</sup> October, 2022 in Dr. V. Ramalingaswami Board Room.	PIC (CF)
26	F.40-30/2022-Estt.I(DO)	14.10.2022	Allocation of additional/alternate areas to various departments for patient care services	HoD (Geriatrics), HoD (Medicine), HoD (Padiacrics), PO (NCA), Chief (CTC), Chief (NSC), Dr. Vikas H.
27	F.40-30/2022-Estt.I(DO)	15.10.2022	Shifting of Inpatient ward (AB-3) and OT services of Deptt. of Obst. & Gynae. to Mother & Child Block (MCB) reg.	MS, HoD of Obst & Gynae., HoD (ENT), HoD (Paed. Surgery)

28	F.40-30/2022-Estt.I(DO)	15.10.2022	Implementation of eHRMS of NIC at AIIMS w.e.f. 01.11.2022	PIC (CF)
29	---	17.10.2022	Medical Care arrangements for Hon'ble sitting Members of Parliament in AIIMS.	MS, Chiefs of all Centres/HoDs of all Clinical Depts.
30	F.40-30/2022-Estt.I(DO)	18.10.2022	Make in India exemption	Dr. Neena Malhotra, Prof. of Obst. & Gynae, OIC (Procurement).
31	F.40-30/2022-Estt.I(DO)	20.10.2022	Queue Management by Amrit Pharmacy	DS, M/s HLL Life Care.
32	F.40-30/2022-Estt.I(DO)	20.10.2022	Regarding Streamlining Obstetrics Radiology Services at the AIIMS, New Delhi.	HoD (Obst. & Gynae), HoD (Radiodiagnosis), Dr. Smita Manchanda, Assoc. Prof. of Radiodiagnosis.
33	---	21.10.2022	Improvement of functioning of Emergency services for Gastroenterology patients at AIIMS, New Delhi.	Dean (Acad), MS, Chiefs of all Centres/all HoDs, PIC (Rect), HoD (Gastro.), HoD (Emergency Medicine), Dy. Secretary, Estate Section.
34	F.40-30/2022-Estt.I(DO)	25.10.2022	e-Hospital Implementation for paperless AIIMS Hospital from 01.01.2023.	PIC (CF), Mr. Lalit Bhatia (NIC), Dr. Vikas H. (Hospital Adminn.).
35	F.40-30/2022-Estt.I(DO)	26.10.2022	AIIMS Dashboard for CT Scan & MRI Investigations.	PIC (CF)
36	F.40-30/2022-Estt.I(DO)	27.10.2022	Implementation of Centralized Enterprise RIS & VNA PACS at AIIMS, New Delhi.	MS, Chiefs of all Centres/HoDs of all Departments.
37	F.40-30/2022-Estt.I(DO)	27.10.2022	Provision of nutritional kit to the adopted patients under the Pradhan Mantri TB Mukti Bharat Abhiyan as Ni-Kshay Mitra	MS, Chief Dietician.
38	F.40-30/2022-Estt.I(DO)	27.10.2022	Observations during rounds taken by Director, AIIMS	MS, Sr. Sanitation Officer.
39	F.40-30/2022-Estt.I(DO)	28.10.2022	Shifting of Inpatient ward (AB-5) and OT services of Deptt. of Paediatric Surgery to Mother & Child Block (MCB)	MS, HoD (Paed. Surgery)
40	F.40-30/2022-Estt.I(DO)	29.10.2022	Apptt. of Professor-In-charge at SET Facility to improve Skill, e-Learning and Telemedicine.	Dr. Ambuj Roy, Prof of Cardiology, Dr. Vijay Mathur, Professor in CDER, Dr. Rashmi Ramachandran, Dr. Kalpana Luthra.
41	F.40-30/2022-Estt.I(DO)	29.10.2022	Allotment of R.No.2004, 2 <sup>nd</sup> Floor, Convergence Block to SET Facility and Room No.35A in Academic Section to FD for Audit purpose.	Dr. Ambuj Roy, Prof. of Cardiology and Sr. Financial Adviser.
42	F.40-30/2022-Estt.I(DO)	29.10.2022	Procurement of Orthopaedic Implants at AIIMS	MS, Chief – JPN/ATC, HoD – Orthopaedics, M/s HLL Life Care, M/s Amrit Pharmacy.
43	F.40-30/2022-Estt.I(DO)	29.10.2022	Installation of CCTV in the Office Complex of the Director, AIIMS, ND.	Office-In-Charge, Procurement.

**Dispatched list for implementation of the various orders passed by the Director, AIIMS**

No.	Officers Name	S. No.	Signature
1.	General List	1,2, 4, 7,23,24,29,33,36	
2.	Dr. Angel Rajan Singh	3,6,22,30,43	
3.	Medical Superintendent	5,9,15,17,18,19,20,24,,27,29,36,37,3839,42	
4.	Chief , Dr. BRAIRCH	8,17	
5.	Dr. Vikas H. (P/I OPD)	6,9,26,34	
6.	Deputy Secretary	1,4,7,10,31,33	
7.	Officer. In-charge (OT)	11	
8.	O/I(EHS)	11	
✓9.	Prof. In-charge (CF)	6,11,18,25,28,34,35	
10.	HOD, Gastroenterology	13,14	
11.	Sr. Sanitation Officer	15,24,38	
12.	Dr. Purva Mathur, Prof. Lab. Medicine, JPNATC	16	
13.	Prof. In-charge (Rct.)	20,33	
14.	P.O. (Surgical Block)	22	
15.	P.O. (MCH)	20	
16.	P.O. (NCA)	26	
17.	Dr. Neena Malhotra, Prof.	30	
18.	Dr. Smita Manchanda, Assoc. Prof. Radiodiagnosis	32	
19.	Mr. Lalit Bhatia, NIC	34	
20.	DNS (Main OT)	11	
21.	Chief Dietician	37	
22.	Dr. Ambuj Roy, Prof.	40,41	
23.	Dr. Vijay Mathur, CDER	40	
24.	Dr. Rashmi Ramachandran	40	
25.	Dr. Kalpana Luthra	40	