



अखिल भारतीय आयुर्विज्ञान संस्थान  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
साकेत नगर, भोपाल, (मध्यप्रदेश) - 462020  
Saket Nagar, Bhopal (M.P.) - 462020

No. ADM-3(1)/AIIMS/BPL/ 5135

Date: 25/11/2022

**OFFICE ORDER**

Following duties and responsibilities being looked after by the Administrative Officer are hereby re-assigned to the following Officers, in addition to their existing assignments with effect from 01/12/2022, until further orders:-

Sl.	Duties and Responsibilities	Name of Officer
01	Nodal Officer-RTI	Maj. Mayank Dixit, Dy. Medical Superintendent
02	CPIO (Admin.) & Recruitment of Faculty and Non-Faculty Matters	Shri Trivesh Goswami, Law Officer
03	i) Establishment matters of Non-Faculty, excluding deputation, ii) Matters related to General Administration iii) CPGRAMS/Grievances, iv) Officer-in-Charge-Transit Hostel, v) I/c Security Officer.	Shri Gyanendra Bhushan Prasad, ASO & I/c Administrative Officer with effect from 30 <sup>th</sup> November, 2022

This is issued with the approval of the Executive Director, AIIMS, Bhopal.

  
Dy. Director (Admin.)  
AIIMS, Bhopal

To,  
All Concerned

Copy to:-

- 1) All Deans/MS/FA/SE, AIIMS, Bhopal.
- 2) All HODs, I/c Principal, Nursing College, AIIMS, Bhopal.
- 3) I/c Registrar/SAO/F&CAO/DMS/I/c AAO, AIIMS, Bhopal.
- 4) All Faculty Members/All Officers, AIIMS, Bhopal
- 5) PA to Executive Director, AIIMS, Bhopal.
- 6) I/c IT Cell for uploading on the website and circulation.
- 7) Guard File.