



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001
All India Institute of Medical Sciences, Rajkot, Gujarat 360001



A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in

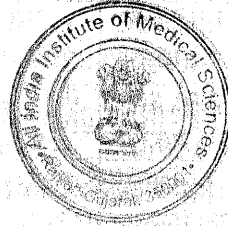
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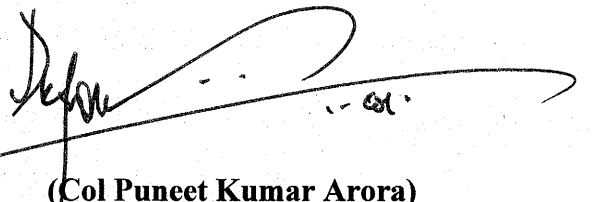
Dt. 07/09/2022
07

OM No. 101 of 2022/23

Subject: Duties of Administrative Officer.

1. It is hereby informed that the Administrative Officer will be responsible for the following duties: -
 - a) Establishment [Scrutiny of Tele Claims, Leave Authorized & Verification related documents, Management of Nursing Officer-(Admin)]
 - b) Management of outsourced employees (Attendance, Performance, Security, behavior, Grievances, Leave/Welfare etc.)
 - c) Billing (Scrutinization & Verification) and audit of vehicle log books.
 - d) Procurement (Scrutiny of requirement, Specifications)
 - e) All other Miscellaneous/Admin duties as assigned by Executive Director/Deputy Director (Admin)
 - f) Maintenance of Admin Imprest account.
2. This issues with the approval of competent authority.




(Col Puneet Kumar Arora)
Deputy Director (Admin)

Copy to:

1. Executive Director, AIIMS, Rajkot.
2. All Heads of Department, AIIMS, Rajkot.
3. DDO, AIIMS, Rajkot.
4. Deputy Medical Superintendent I & II, AIIMS, Rajkot.
5. Administrative Officer, AIIMS, Rajkot.
6. In-charge IT Cell for uploading the same on AIIMS, Website and circulation to all regular staff members through webmail.

कर्नल पुनीत कुमार अरोरा,
Col. Puneet Kumar Arora,
उप निदेशक (प्रसा.)/Dy. Director (Admin),
एम्स राजकोट - ३६० ००१, गुजरात.
AIIMS Rajkot - 360 001. Gujarat.

Temporary Campus, Opposite PMSSY block, PDU Medical College, Civil Hospital, Rajkot, Gujarat
360001; Permanent Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110

dda.aiimsrajkot@gmail.com