



अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर - 814117
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814117

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ Government of India

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F. No. AIIMS/Admin/Circular/2026/177

Date: 08.10.2026

OFFICE ORDER - Movement of e-receipt & e-file in e-office.

Subject: Movement of e-Receipts/e-Files to be marked to the Administration Cell

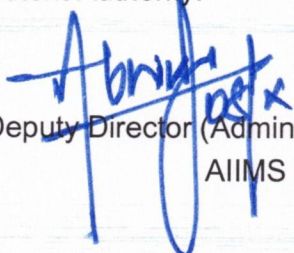
1. In continuation of Office Order No. AIIMS/Deoghar/Office-Order/2025-26/07 dated 19.12.2025 and the subsequent orders dated 07.01.2026, 28.01.2026 and 19.02.2026, and for smooth movement and efficient disposal of receipts and files, the competent authority is pleased to order that e-receipts/e-files relating to the following subjects shall be marked to the Administration Cell through the channel shown below:

S. No.	Subject	Category of Applicant	Movement of e-Receipt/e-File
1	Casual Leave (CL)/Restricted Holiday (RH)	Non-Faculty Group-A Officers	Applicant → DDA/SE/MS → AO
2	Casual Leave (CL)/Restricted Holiday (RH)	NS/ANS/SNO/NO	Applicant → Reporting Officer → AAO
3	CME/Workshop/Training etc. with Financial Assistance	Group-A Officers/Deans/PCON	Applicant → Reporting Officer → AO
4	CME/Workshop/Training etc. with Financial Assistance	Group-B & C Officers/ Officials/ SNO/NOs	Applicant → Reporting Officer → AAO
5	Earned Leave (EL)/Child Care Leave (CCL)/Half Pay Leave (HPL)/Commuted Leave/Maternity Leave/Paternity Leave	Non-Faculty Group-A Officers	Applicant → Reporting Officer → AO
6	Earned Leave (EL)/Child Care Leave (CCL)/Half Pay Leave (HPL)/Commuted Leave/Maternity Leave/Paternity Leave	Non-Faculty Group-B & C Officers/Officials/SNOs/ NOs	Applicant → Reporting Officer → AAO
7	Sanction/Settlement of Leave Travel Concession (LTC)	Group-A Officers/Faculty	Applicant → Reporting Officer/Dean (A) → AO

S. No.	Subject	Category of Applicant	Movement of e-Receipt/e-File
8	Sanction/Settlement of Leave Travel Concession (LTC)	Group-B & C Officers/Officials/SNOs/NOs	Applicant → Reporting Officer/ANS → AAO
9	NOC for Passport/Foreign Travel	Group-A Officers/Faculty	Applicant → Reporting Officer/Dean (A) → AO
10	NOC for Passport/Foreign Travel	Group-B & C Officers/Officials/SNOs/NOs	Applicant → Reporting Officer/ANS → AAO
11	Inclusion of names of family members as dependents in the service record	Group-A Officers/Faculty	Applicant → Reporting Officer → MS/Dean (A) → AO
12	Inclusion of names of family members as dependents in the service record	Group-B & C Officers/Officials/SNOs/NOs	Applicant → Reporting Officer/ANS → AAO
13	NOC for Higher Education/Outside Employment/Experience Certificate	Group-A Officers	Applicant → Reporting Officer → AO
14	NOC for Higher Education/Outside Employment/Experience Certificate	Group-B & C Officers/Officials/SNOs/NOs	Applicant → Reporting Officer/ANS → AAO

2. The Administrative Officer (AO)/Assistant Administrative Officer (AAO) shall process the e-receipts/e-files accordingly, as per the delegation of administrative powers issued vide the Office Order referred to above.

3. This is being issued with the approval of the Competent Authority.


 Deputy Director (Administration)
 AIIMS Deoghar

To:

1. All Deans/Heads of Departments/Sections/Units
2. Medical Superintendent, AIIMS Deoghar
3. Asst. Nursing Superintendent, AIIMS Deoghar
4. Administrative Officer, AIIMS Deoghar
5. Asst. Administrative Officer, AIIMS Deoghar
6. IT Cell for uploading on notice section of Institute's Website