



**अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)  
**भारत सरकार / Government of India**

**Email: - admin@aiimsdeoghar.edu.in Tel: - 06432 291099**

No:- AIIMS/Deoghar/Office-Order/2026-27/194

Dated:- 24.10.2026

**Office Order**

1. In supersession of all previous office orders the Information Technology Committee of the Institute is hereby reconstituted to ensure execution of matters related:

- 1.1 Procurement of IT hardware & peripherals.
- 1.2 ILL & Internet connectivity issues.
- 1.3 CDAC.
- 1.4 Cyber Security.
- 1.5 Social Media Handles.
- 1.6 Website maintenance and updation

**Information Technology Committee**

| Sl. No. | Name & Designation                                 | Charter of Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)     | Shri Devanand Jha,<br>Superintending Engineer (SE) | 1. Procurement of IT peripherals, hardware and maintenance of infrastructure including technical specifications.<br><br>2. HR of all outsourced IT staff including maintenance of Duty Roster. All outsourced IT Staff to report to the office of Engineering for attendance and HR matters.                                                                                                                                                                                                                                                                                                                                |
| (ii)    | Shri Ashutosh Kumar, IT Consultant                 | 1. To work in close coordination with Shri Devanand Jha, SE, in discharging assigned duties and responsibilities within the scope of the prescribed charter of duties.<br><br>2. To supervise the updation of website as per the guidelines for Indian Government websites and apps (GIGW) and Digital Brand Identity Manual (DBIM) compliance issued by MeitY.<br><br>3. The gaps identified in the IT infrastructure through gap analysis already undertaken shall be addressed by implementing appropriate procedures & corrective measures with a view to strengthening the overall IT infrastructure of the Institute. |



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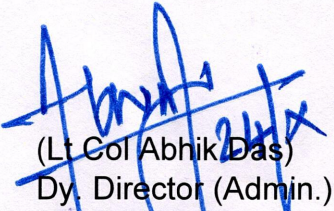
|        |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                             |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (iii)  | Dr. Gaurav Jain, Associate Professor, Dentistry                                                                                                                                                                                               | Social Media Handling of posts related to the Institute. Faculty will ensure the adherence of institutional guidelines as promulgated while handling the institutional social media handles.                                |
| (iv)   | Shri Vishal Kumar, Public Relation Officer (PRO)                                                                                                                                                                                              | 1. To assist Dr. Gaurav Jain in managing the official social media accounts of the Institute and in discharging the related responsibilities.<br><br>2. To operate the social media modules when Dr. Jain is not available. |
| (v)    | Dr. Abhimanyu Ganguly, Assistant Professor, Physiology                                                                                                                                                                                        | Monitor & Coordinate implementation of cyber security measures mandated by CERT-IN, ensuring compliance with the applicable guidelines, circulars & prescribed timelines.                                                   |
| (vi)   | Shri Ram Krishna, AAO                                                                                                                                                                                                                         | Chief Information Security Officer                                                                                                                                                                                          |
| (vii)  | Shri Mahendra Ram, Technical Assistant IT                                                                                                                                                                                                     | Website maintenance, updation & work under the supervision of Shri Ashutosh Kumar, IT Consultant                                                                                                                            |
| (viii) | 1. Shri Ajay Kumar, Technical Assistant IT<br>2. Shri Uttam Kumar Barnwal, Technical Assistant IT<br>3. Shri Rishav Raj, Technical Assistant IT<br>4. Shri Prem Kumar, Technical Assistant IT<br>5. Shri Anupam Kumar, Technical Assistant IT | Dealing hands for execution of different charter of duties.                                                                                                                                                                 |

2. As per the MoHFW letter no-Z.28016/58/2021 PMSSY-IV dated 26 April 2022, the IT committee will seek approval to matters related to procurement IT hardware & peripherals, Cyber Security, Social Media Handling & Interface with CDAC and website handling through the admin's office.

3. It is hereby directed that the credentials of the Institute's social media handles shall be retained only by Dr. Gaurav Jain. No other individual shall store or retain these credentials. If the credentials are currently stored or retained by any other person, the same shall be deleted immediately, and confirmation of compliance shall be furnished to this office by Dr. Gaurav Jain forthwith. Further social media posts to be approved through administrative channels before uploading.



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

  
(Lt Col Abhik Das)  
Dy. Director (Admin.)  
AIIMS Deoghar  
ले क अभीक दास/LT COL ABHIK DAS  
उप निदेशक (प्रशासन)  
Deputy Director (Admin.)  
एम्स देवघर/AIIMS Deoghar  
Distribution: -

1. PA to ED &CEO, AIIMS Deoghar.
2. All Deans, AIIMS Deoghar.
3. Medical Superintendent, AIIMS Deoghar.
4. Principal, College of Nursing, AIIMS Deoghar.
5. All Heads/Faculty In-Charges of Departments, AIIMS Deoghar.
6. All committee members.
7. Admin Cell, AIIMS Deoghar.
8. IT Cell, AIIMS Deoghar - **for uploading in Institute's Website.**