



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute of Government of Bihar & Statutory University Created by an Act of State Legislature and recognized by UGC & MCI)

Sheikhpura, Patna-14 (Bihar), Ph. No.:-0612-2297631, 2297099

Fax 0612-2297225, Website: www.igims.org Email id- director@igims.org

17/DC/Int

dt - 14/12/2020

OFFICE ORDER

In supersession of previous order no- 1911/Adm, dated- 23-06-2014 following works are delegated to Prof. (Dr) Ranjit Guha, Deputy Director (Administration), IGIMS, Patna:-

1. General Administration (Including Establishment of the Institute)
2. All types of leaves (Excluding foreign trip) for all classes.
3. Allotment of quarters.
4. Sanction of joining time.
5. Permission to employees and officers for purchase or sell all movable and immovable properties.
6. Hiring of Building for the accommodation for the institute.
7. Sanction of any advances for purchase of Motor Car, house, building etc.
8. Any other works as assigned by the Director time to time.

This order will be effective from immediate effect.

Ranjan
Director 14/12/2020
IGIMS, Patna

Memo no: 17/DC/Int

Date: 14/12/2020

Copy to: Prof. (Dr) Ranjit Guha, Dy. Director (Administration), IGIMS,
Patna/C.A.O/Dean(Academic)/Dean(Exams)/Principal Medical College/M.S-
I & II/All HOD's/F.A/Store/Adm Section/S.E/EE(E)/Principal, College of
Nursing/Bio-Medical Engineer/Notice Board of information.

Dr. M. S. Srivastava
Upd. it.
14/12/2020

AC

Ranjan
Director 14/12/2020
IGIMS, Patna

Received
BME Sec.
16/12/2020