



**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,**  
SHEIKHPURA, PATNA – 800 014 (Bihar, India)  
Tel.: 0612 – 2297631, 2297099; Fax: 0612 – 2297225; Website: www.igims.org

Office order

Dr. Ranjit Guha, Principal, Medical College, IGIMS, Patna has been assigned the additional charge of Senior Administrative Officer (Admn. Section) vide order no. 1898/Adm. dated 24-04-2020.

In view of said assignment and supersession of all previous order in this regard, Administration Section will run under supervision of Senior Administrative Officer. Following works are hereby delegated to Senior Administrative Officer (Admn. Section).

1. **Personal File** : All group "D" to "A" including Faculty Members, Sr. Resident, Jr. Resident and JMO.
2. **Leave File**: All Non Technical Group "D" to "A" including Faculty Member.
3. Reply of Assembly and Parliament questions related with Administration section.
4. Legal matter and payment of legal bill.
5. Promotion (Excluding Faculty Members).
6. ACPS/MACPS.
7. Any other works assigned time to time by the Director.

**NOTE: All file of Administration Section will move through AAO to AO to Sr. AO to Director (if necessary).**

Sd/-  
(Dr. N.R. Biswas)  
Director

Memo No.- 1937/Adm.

Date:- 28-04-2020

Copy to:- All Officers concerned/Dean (Acad)/Dean (Exams)/MS- I/MS- II/All HODs/Account Section/Store Section/SE (Bio-Medical)/Engineering Cell/All Dealing Assistant/Clerks/Director Cell for information.

*[Signature]*  
27/4/2020  
(Dr. N.R. Biswas)  
Director

*[Signature]*  
30/04/20  
60/