



# INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCE, PATNA—14

(An Autonomous Institution of Bihar Govt.)

Tel.: 0612 - 2297631, 2297099; Fax: 0612 - 2297225; Website: www.igims.org ; E-Mail: director@igims.org

## OFFICE ORDER

AIIMS, New Delhi Rules of appointment, promotion, scale of pay & other service conditions are being followed by IGIMS, Patna.

Adm. Officer, AIIMS, New Delhi has conveyed the sanction of his G.B (item no. GB-157/20 dated 24.01.2019) regarding change of nomenclature in respect of various posts of Adm. cadre as noted below with immediate effect vide his Office Memorandum No. 12-14/2018-Estt. (RCT) Dated 29.03.2019 which has been made available to this Office also:-

Sl. No.	Existing Nomenclature	Approved New Nomenclature
01.	Assistant (NS) Level-6 in the pay Matrix (Pre- Revised Pay Scale Rs. 9300-34800 + GP RS. 4200)	Junior Administrative Officer (JAO) Level-6 in the pay Matrix (Pre- Revised Pay Scale Rs. 9300-34800 + GP RS. 4200)
02.	Upper Division Clerk. Level-4 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 2400)	Senior Administrative Assistant (SAA) Level-4 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 2400)
03.	Lower Division Clerk. Level-2 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 1900)	Junior Administrative Assistant ( JAA) Level-2 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 1900)

**In view of above change in nomenclature by AIIMS, New Delhi nomenclature of following posts are hereby changed also with immediate effect as under:-**

Sl. No.	Existing Nomenclature	Approved New Nomenclature
01.	Assistant (NS) Level-6 in the pay Matrix (Pre- Revised Pay Scale Rs. 9300-34800 + GP RS. 4200)	Junior Administrative Officer (JAO) Level-6 in the pay Matrix (Pre- Revised Pay Scale Rs. 9300-34800 + GP RS. 4200)
02.	Upper Division Clerk. Level-4 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 2400)	Senior Administrative Assistant (SAA) Level-4 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 2400)
03.	Lower Division Clerk. Level-2 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 1900)	Junior Administrative Assistant ( JAA) Level-2 in the pay Matrix (Pre- Revised Pay Scale Rs.5200-20200 + GP RS. 1900)

### Condition:-

- With the change of nomenclature of the above post in the Administrative Cadre, there will be no change in the existing Recruitment Rules, Pay Scale and would not involve any financial implication.
- Further, after change of nomenclature of above posts, there will be no change in duties and responsibilities of these posts and incumbents of these posts will continue to discharge same duties and hold responsibilities as they have been till date.

In view of above, nomenclature of working Administrative Assistant (NS), Upper Division Clerk & Lower Division Clerk of IGIMS is here by changed to Junior Administrative Officer (JAO), Senior Administrative Assistant (SAA) & Junior Administrative Assistant (JAA) respectively with immediate effect with same conditions of AIIMS, New Delhi.

Sd/-  
**DIRECTOR,  
IGIMS, PATNA.**

Memo No.:-1988 / ADM.

Dated:-29 .04.2019

**Copy to:-** Director cell/ Dean cell/ Examination cell /Medical Superintendent/ Finance & Chief Accounts Officer/ A/c Section/ Principal Medical Collage/ All Staff Administrative cadre/ Liaison Officer/ Appointment Assistant Sri Prabhat Kumar, UDC / Sr. BME to upload the same on institute website for information & needful.

*June*  
29/4/19  
**DIRECTOR,  
IGIMS, PATNA.**

*Ameki*  
30/04/19