

: **ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Mangalagiri, Andhra Pradesh**

F. No: AIIMS/MG/Admin/Committee Matters/04/2020-21/278

Dated: 25.01.2021

**OFFICE MEMORANDUM**

**Sub: Nomination of “Nodal Officers” for procurement of DPR items from HLL HITES - reg.**

Ref : Note approval of Director vide AIIMS/MG/Admin/Committee Matters/04/2020-21 dtd. 25/01/2021

With reference to the office order No:15 of 2019/20. dated 08/05/2019., **Dr. Rajeev Aravindakshan, Addl. Professor, Dept. of CFM had been nominated as “Nodal Officer” for procurement from M/s HLL HITES.**

Keeping in view of increased workload, advanced phase of IPD construction and the necessity to start procurement of medical equipment pertaining to superspeciality departments too, it has been decided by the competent authority to nominate one more faculty as Nodal Officer for the procurement from M/s HLL, HITES as per the provisions of DPR.

**Accordingly, Dr. A Prudhvinath Reddy, Assistant Professor, Department of Radiology shall also act as “Nodal Officer” henceforth.** Further the following shall be the division of work between the two Nodal Officers department wise.

<b>Dr. Rajeev Aravindakshan</b>	<b>Dr. Prudhvinath Reddy. A</b>
Anatomy	Anaesthesiology
Biochemistry	Burns & Plastic Surgery
Physiology	Cardiology
Community Medicine	CTVS
Microbiology	Neurology
Pharmacology	Neuro Surgery
Lab Medicine & Pathology	Gastroenterology
Forensic Medicine & Toxicology	Endocrinology
General Surgery	Surgical Oncology
General Medicine	Medical Oncology
Orthopedics	Radiation Oncology
Ophthalmology	Urology
Dermatology	Nephrology
ENT	Pediatric Surgery
Physical Medicine & Rehabilitation (PMR)	Obst & Gynaecology
Dentistry	Paediatrics
Nursing	Nuclear Medicine
Psychiatry	Emergency & Trauma
Ayush Facilities	Radiology
Blood Bank	Respiratory & Pulmonary Medicine
	Integrated Track based Core Lab System
	CSSD

*Va = [Signature]*  
25/01/2021



The following shall be the roles & responsibilities of the nodal officers:

1. To actively interact with the Head/Incharge Head of the departments and communicate equipment requirements of the departments to M/s HITES after taking due approval from the Director.
2. To check with the departments if any of the specifications pre-decided/forwarded by M/s HSCC need to be changed before issuing Notification of Award (NOA). Communicating specifications of the equipment as proposed by the departments to M/s HSCC if the same are not available with M/s HSCC.
3. To follow up with M/s HITES for issuing NOA for various medical equipment department wise.
4. To communicate site readiness to M/s HSCC for the delivery of the equipment after taking due approval from the Director.
5. To ensure Consignment Receipt Certificate (CRC) is issued & joint inspection (along with BME, HITES) is carried out by the department.
6. To get an advanced copy of the Comprehensive Annual Maintenance Contract signed between supplier & Head of the department on behalf of the Director before submitting Final Acceptance Certificate (FAC) to the competent authority.
7. To get FAC issued with the signature of the Director.

Mr.P.Sunil, DEO shall continue to provide secretarial assistance to Dr. Rajeev Aravindakshan & shall also assist Dr. Prudhvinath Reddy. A henceforth.

This issues with approval of the Director AIIMS Mangalagiri.

*Vamsi Krishna Reddy*  
25/01/2024

(Dr. K. Vamsi Krishna Reddy)  
**Administrative Officer**  
**Administrative Officer**  
**AIIMS, Mangalagiri**

To

The members concerned as above.

**Copy for information to :**

1. Ms.Arundhati Kandwal, AVP (PCD), HLL HITES for n/a henceforth.
2. Dean/MS/DDA/FA/All HoD's.
3. IT Cell for uploading on website.
4. Guard file.