



F. No.-AIIMS-RISHI/203/2026/1378

Date: 15.09.2026

Circular

Sub: Standard Operating Procedure (SOP) for issuance of Show Cause Notices and Advisories by Reporting Officers -reg.

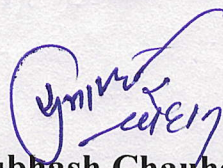
All officials of this institute are hereby informed that in order to streamline the procedure for dealing with instances of lapses, negligence, misconduct, non-compliance of instructions, indiscipline, unauthorized absence or any other conduct requiring factual clarification from an employee, a Standard Operating Procedure (SOP) enclosed as **Annexure-1** is hereby adopted in the institute with immediate effect.

2. The Reporting Officers shall ensure that Show Cause Notices and Advisories are issued strictly in accordance with the enclosed SOP. They shall also ensure that the employee's reply along with their specific comments and recommendation, is forwarded to concerned Establishment Section for further examination and appropriate decision by the Competent Authority.

3. It is reiterated that issuance of a Show Cause Notice under the enclosed SOP is only a procedural mechanism for obtaining factual clarification from the concerned employee and shall neither constitute initiation of disciplinary proceedings nor amount to imposition of any penalty. Any disciplinary action, whenever warranted, shall be initiated separately by concerned Establishment Section with the approval of Competent Authority in accordance with the applicable provisions of Central Civil Services (Classification, Control & Appeal) Rules, 1965 and other applicable Government of India rules.

4. All Heads of Departments/ Reporting Officers are requested to ensure strict compliance with the provisions of the enclosed SOP with immediate effect.

This issues with the approval of Competent Authority, AIIMS Rishikesh.


(Subhash Chauhan)

Administrative Officer (Officiating)

Copy to:-

1. PPS to Executive Director
2. PS to Dy. Director (Admin.)
3. PS to MS/ Dean (A)/ SE
4. PA to Principal, College of Nursing
5. SAO/ Registrar/ CNO/ F&CAO/Dy. CSO
6. Sr. Librarian/ PRO/ Law Officer/ Accounts Officer
7. All HODs/ Officers In-Charge
8. IT Cell to upload on Institute's website
9. Guard File/ Notice Board.

STANDARD OPERATING PROCEDURE (SOP) for Issuance of Show Cause Notices/ Advisories by Reporting Officers

1. Scope

The Standard Operating Procedure shall apply to all employees of AIIMS Rishikesh under the administrative control of their respective Reporting Officers.

2. Authority to issue Show Cause Notice/ Advisory

- i. Where the Reporting Officer observes any lapse, negligence, misconduct, non-compliance of instructions, indiscipline, unauthorized absence or any other matter warranting clarification, the Reporting Officer may issue an appropriate Show Cause Notice.
- ii. Such Show Cause Notice shall clearly specify the facts, circumstances and issues requiring explanation and prescribe a reasonable time of at least 03 working days for submission of reply.
- iii. An Advisory may be issued by the Reporting Authority for the purpose of caution, guidance or improvement in conduct/ performance.

3. Nature of Show Cause Notice/ Advisory

- i. An Advisory shall be cautionary in nature.
- ii. Issuance of a Show Cause Notice under this SOP shall be purely a procedural measure intended to obtain the employee's factual explanation only.
- iii. Such issuance of a Show Cause Notice/ Advisories shall not be considered as initiation of disciplinary proceedings, imposition of any penalty or recording of adverse findings against the employee.
- iv. Any disciplinary action, if warranted, shall be initiated only by the concerned Establishment Section with the approval of Competent Authority in accordance with the applicable provisions of Central Civil Services (Classification, Control & Appeal) Rules, 1965 and other applicable Government of India rules.

4. Submission of Reply

The employee shall submit the reply to the Reporting Officer within the time prescribed in the Show Cause Notice.

5. Action by Reporting Officer

Upon receipt of the employee's explanation, the Reporting Officer shall:

- i. objectively examine the explanation;
- ii. record specific comments and recommendations indicating whether:
 - the explanation submitted by concerned employee is satisfactory and the matter may be treated as closed; or
 - the explanation submitted by concerned employee is not satisfactory and disciplinary proceedings may be considered by the Competent Authority.
- iii. Forward the following records to Administrative Officer for further examination:
 - Complaints against the employee;
 - Show Cause Notice/ Advisory;
 - Reply submitted by concerned employee;
 - Comments and recommendation of the Reporting Officer; and
 - All supporting documents

6. Role of concerned Establishment Section

The concerned Establishment Section shall examine the matter on the basis of the available records, applicable rules, employee's explanation and the recommendations of the Reporting Officer and submit the matter to the Competent Authority for appropriate decision.

7. Powers of Competent Authority

Nothing contained in this Standard Operating Procedures (SOP) shall restrict or curtail the powers of Competent Authority to:

- Call for any additional information from concerned employee/ Reporting Officer;
- Issue further directions;
- Dispense with or modify the procedure in appropriate case; or
- Initiate disciplinary proceeding directly whenever considered necessary under the applicable rules.

8. Interpretation

Any doubt regarding interpretation of this Standard Operating Procedures (SOP) shall be referred to General Administration and the decision of the Competent Authority shall be final.