



# अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश

All India Institute of Medical Sciences, Rishikesh - 249203

#AIIMS/Rishi/203/AO/O.O/2024/ 415

02 April 2024

## OFFICE ORDER

It is being observed that employees of the Institute are not properly following the office timings. They are either reaching late or leaving early from office.

In this regard, it is hereby directed to all Faculty/Officers and employees (regular/ contractual & outsourced) to strictly adhere to the office timings and to mark their attendance on biometric machines/manual attendance registers, for attending office and maintaining punctuality in attendance.

Compliance of this order must be ensured by concerned Head of Department/Officer-in-charge. In case of failure or violation of these instructions, administrative action will be taken against defaulters under the relevant rules in this regard.

This issues with approval of Executive Director, AIIMS Rishikesh.

(Gaurav Badola)  
Administrative Officer  
AIIMS Rishikesh

### Copy to:

1. PPS to Executive Director- for information
2. Dean (A)/DDA/MS/SE/FA/PRO/SAO
3. All HODs/Faculty Members/Officers
4. All Concerned Departments
5. IT Cell/Website Desk
6. Notice Borad/Guard File