



OFFICE ORDER

Administration from time to time asks for various details / information from various Departments / Sections of the Institute related to RTIs / vigilance complaints / inquiries / ministerial communications / parliamentary committees and various other Roles & Responsibilities assigned to Administration by Executive Director / Ministry. Information sought by Administration is crucial and urgent in nature and needs to be submitted in a time bound manner.

2. However, it is observed that information / data provided by many Departments are usually incomplete, factually incorrect and not in the required format. Further, there is also an inordinate delay in forwarding the reply to Administration. It has also been observed that many Departments are not responding to the e-mails sent by Administration. Further, Individuals are also not reporting to Administration as and when called for above mentioned official reasons. Such type of act amounts to disobedience and is a gross violation under CCS (Conduct Rules). This has been viewed seriously by the Competent Authority.

3. Therefore, all HODs / Officers / In-charges / Officials are hereby instructed to promptly respond to the e-mails / queries / information asked by the Administration and to provide correct & factual information in the proper format at overriding priority. Further, all individuals will report to Administration with correct information whenever asked to do so. Any violation of these instructions may attract penal action under relevant Rules.

This issues with the approval of Executive Director, AIIMS Rishikesh.

(Sandeep Kumar Singh)
Senior Administrative Officer (offr)

Copy to:

- (i) PPS to Executive Director
- (ii) PS to DDA / MS / Dean (A) / Dean (E) / FA / SE
- (iii) All HODs / In-Charge
- (iv) Registrar / CNO / SAO / PRO / Law Officer
- (v) IT Cell – for uploading on Institute Website
- (vi) Guard File