

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड
All India Institute of Medical Sciences, Rishikesh, Uttarakhand-249203

No.AIIMS/RISHI/AO/203/2024/ ५६९

Date: 21.12.2024

OFFICE MEMORANDUM

Subject: Use of Institute's letter head / official e-mail ID by Institute's employees for personal usage / grievances / requests / applications - reg.

As per extant Rules, official letter head/ e-mail ID must be used only for official communication and no personal communication should be sent on official letter head or through official e-mail ID.

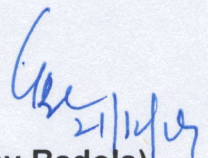
2. However, it has been noticed that many employees / staff are using Institute's letter head/ official e-mail ID while sending their personal applications, requests, representations, grievances, joining reports etc. This has been viewed seriously by the Executive Director, AIIMS Rishikesh.

3. It is therefore directed that no employee/ staff shall use Institute's letter head/ official e-mail ID while sending their personal applications, requests, representations, grievances, joining reports etc. All HoDs/ In-charges are requested not to forward any personal representation of their employees/ staff on which Institute's letter head / official e-mail ID is used.

4. It has also been noticed that many e-mails are received with only section / unit name and without sender's name and designation. For proper verification and record keeping purpose, it is required that the person sending official e-mail must mention his / her name and designation also along with Section / Unit name. All concerned are, therefore, directed to mandatorily mention his / her name and designation also while sending official e-mails.

5. In case of violation of above instructions, strict action shall be taken against such employees / staff as per Service Rules / Policy.

This issues with the approval of Competent Authority.


(Gaurav Badola)
Administrative Officer

Copy to:

- (i) PPS to Executive Director
- (ii) DDA/ MS/ Dean(A)
- (iii) All HoDs / In-Charge (s) – with a request to sensitize all their employees / staff
- (iv) FA/ SE/ SAO/ PRO/ F&CAO/ Dy. CSO/ ACE/ SPCSO
- (v) Law Officer / Accounts Officer(s)/ Store Officer
- (vi) IT Cell – for uploading on Institute website
- (vii) All employees through website / Notice Boards
- (viii) Guard File