



No.AIIMS/RISHI/AO/203/2024/ 568

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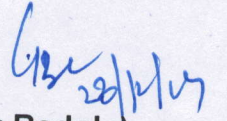
OFFICE MEMORANDUM

Subject: Guidelines related to following of proper channel mechanism.

It has been observed that many employees / staff are sending their representations / grievances on e-mails directly to Higher Authorities / Ministry etc. without following the established hierarchical setup and proper channel mechanism. This has been viewed seriously by the Executive Director, AIIMS Rishikesh.

2. There is an established hierarchy setup and a proper channel in the Institute for sending representations / grievances. All existing channels should be exhausted before approaching Higher Authorities / Ministry or any other forum.
3. It is, therefore, directed that henceforth proper channel should be followed by all employees / staff for sending their representations / grievances. Any violations of these guidelines shall attract strict disciplinary action as per extant 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)
- (iv) FA/ SE/ CNO/ 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 / staff through Website / Notice Boards
- (viii) Guard File