



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat  
A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/2024/697

Date: 29/10/2024

Circular: 04/2024

Subject: Instructions Regarding Communication with Administrative Personnel

It has been observed that several faculty members, Senior Residents (SR), Junior Residents (JR), and Nursing Personnel are directly communicating with administrative personnel without following the proper chain of command. Additionally, instances of inappropriate behaviour towards administrative staff have been reported. Such conduct disrupts the smooth functioning of the institution and is unacceptable.

In view of the above, it is hereby instructed that:

- No faculty member, resident doctor (SR/JR), nursing personnel, or any other staff shall directly communicate with administrative personnel.
- Any required communication with administrative staff must be routed through the Accounts Officer, Deputy Director (Admin), or the Executive Director.
- Any misconduct or violation of these instructions will attract strict disciplinary/administrative action.

This circular is issued with the approval of the Competent Authority.



FOR:   
Off. Deputy Director (Admin),  
AIIMS - Rajkot

Copy to:

- All Deans, HoDs/In-Charges
- MS Office and DMS (IPD/OPD/Nursing)
- HR Manager (M/S M. J. Solanki)
- To be uploaded on the official AIIMS Rajkot website

