



ऑखेल भारतीय आयुर्वेज्ञान सस्थान राजकोट, गुजरात 360001

All India Institute of Medical Sciences, Rajkot, Gujarat 360001

A Central Autonomous Body under PMSSY, MoH&FW



Government of India www.aiimsrajkot.edu.in

AIIMS/Rajkot/Admin/OM/2023-24/ 1564

Date: 03/05/2023

OM No. 141 of 2023

1. It has been observed / noted by the Competent authority and Admin **with due concern**, that Faculty members of various departments are not adhering to the laid down Institute working hours viz. **9:00 AM TO 5:00 PM**.
2. Faculty members are found to be reporting late i.e **after 9.45 am** and as also sometimes **found absent from their respective Departments** without any prior information to their respective Head /In-Charge of Department.
3. Some Senior faculty members were even reported spending their time gossiping with other faculties during working hours by not only being absent from their departments but as also obstructing the functioning of the other faculties. Such absenteeism in future from departments and leaving the Institute without permission from Admin/Competent authority, especially by Incharges (I/Cs) and HODs will henceforth be directly dealt by the Executive Director, in a manner as deemed fit and as per extant rules.
4. It is hereby directed **that all Faculty members to henceforth strictly adhere to the laid down working hours** and inform/seek necessary concurrence from their Head/In-Charges, in case they are leaving the premises for any professional /personal work.
5. **Upkeeping of Self -discipline & desired commitment & accountability** towards the Institute is expected from all the Faculty members.
6. **Strict monitoring of this aspect** shall now be undertaken by the Admin Dept with immediate effect & inputs/data wrt to the **frequent defaulters** would be shared with HODs/ICs & the Competent authority for initiation of necessary disciplinary action as deemed fit.
7. All Heads/In-Charges are expected to immediately report to Admin of any such late reporting on duty or un informed absenteeism by their respective faculty for initiating necessary action against the defaulters.
8. This issues with the approval of competent authority.



[Handwritten signature]

Col. Puneet Kumar Arora
Deputy Director (Admin)

कर्नल पुनीत कुमार अरोरा,
Col. Puneet Kumar Arora,
उप निदेशक (प्रसा.)/Dy. Director (Admin),
एम्स राजकोट - ३६० ००१, गुजरात.
AIIMS Rajkot - 360 001. Gujarat.

Copy to,

1. Executive Director, AIIMS, Rajkot.
2. All Heads of Department, AIIMS, Rajkot
3. DMS, AIIMS, Rajkot
4. In-Charge IT Cell for uploading the same on the AIIMS Website and circulation to all staff members through E-mail.
5. Office Copy

Temporary Campus, Opposite PMSSY block, PDU Medical College, Civil Hospital, Rajkot, Gujarat 360001;

Permanent Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110

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