



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
All India Institute of Medical Sciences, Rajkot, Gujarat 360110



A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in

AIIMS/Rajkot/Admin/2023-24/1669

Date: 27/03/2024

OM No. 165 of 2024 : Advisory

1. This is to draw attention of all Faculty and staff of AIIMS, Rajkot to use proper laid down official channels of communication through their respective Departmental Heads/concerned Deans to reach the Administrative authorities of the Institute.
2. It has been observed that few faculties are making use of personal email ids to communicate directly with the Administrative authorities of Institute, which is not in order.
3. All are advised to use only the official channels of communication through letters in writing on file through proper channels only.
4. Henceforth, any correspondence received through personal mail ids will not be entertained. Hence all concerned are advised to strictly adhere to above directions.
5. e-office system is presently under the process of implementation, hence, your co-operation is solicited on the directions given above.

This is issued with approval of the Competent Authority.



((Col.) Puneet Kumar Arora)
Deputy Director (Admin), AIIMS Rajkot

उप निदेशक (प्रशासन)
DEPUTY DIRECTOR (ADMINISTRATION)
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट - 360110
All India Institute of Medical Sciences, Rajkot - 360110

Copy to,

1. Executive Director, AIIMS Rajkot
2. All Heads of Department, AIIMS Rajkot
3. Administrative Officer, AIIMS Rajkot
4. DMS, AIIMS Rajkot
5. In-Charge IT Cell for uploading the same on the AIIMS Website

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

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